



Horley Baptist Church

289 Court Lodge Road

Horley Surrey RH6 8RG

T: 01293 456258

E: lettings@horleybaptist.org.uk

W: www.horleybaptist.org.uk

Room Hire Booking Application

Please complete all relevant sections of the form, and return via email/post. Please ensure you have indicated that you have read and agree with the Terms & Conditions of hire.

Name/Organisation

Hire Rate Community Standard Please refer to our 'Room Hire Rates' available on the website for a definition of the two rates

Contact Name

Name & address for invoicing

Telephone/Mobile **Email**

Type of event

Date of event **Number of guests**

Room(s) Requested

Set up time **Event time start** Please note the hire rate is calculated per hour-not part hours

Event time finish **Pack down time**

Number of sessions *Frequency:* **Weekly** **Monthly**
(Regular bookings only)

Equipment needed **Chairs** *(No of)* **Tables** *(No of)* **Flip Chart** **Projection Screen :**
48" Flat screen wall mounted for connection to laptop via HDMI

In-house Catering **Tea/Coffee/Biscuits** *(Please refer to hire rate for prices)* **Number & time of refreshment breaks**

Additional set up notes e.g room layout *(Please refer to our lay-out guide available on the website)*

Terms & Conditions: I have read and agree with the Terms & Conditions of hire. *(PLEASE TICK THE BOX)*
(Full Terms & Conditions can be viewed on our website)

Data protection: Your personal data will be handled in line with Horley Baptist Church's Privacy Notice (printed on the reverse of this form). Please confirm that you have read this information and that you accept this Policy. *(PLEASE TICK THE BOX)*

(Our full Data Protection (Privacy) Policy is available to view on our website)

Signature

Print name

Date



Facilities and Lettings

Privacy Notice (Your Personal Data)

What do we need?

Under the terms of Data Protection legislation, the Trustees of Horley Baptist Church (“HBC”) is the “Controller” of the personal data you provide to us. We only collect basic data and this does not usually include any special or sensitive categories of data. It does, however, include names, addresses, telephone numbers, email addresses and in some instances references. We may collect this data verbally, on paper, digitally and through the use of CCTV.

Why do we need it?

We are collecting this information to enable us to provide, administer and promote the rooms and facilities that we have for hire, to fulfil our legal responsibilities towards those who use or work in our building and grounds, and to enter into contracts with our external service suppliers. Data Protection legislation allows us to process this information because we regard it as being in HBC’s legitimate interest to do so and, in some instances, it is required as a legal obligation. We will not use your personal data for any other purpose.

What do we do with it?

To facilitate these interests, your name and contact details will be entered into our records which are held only on staff or trustees’ computers and devices, and also on linked, secure cloud storage services. These are password protected and can be accessed only by the authorised individual. No 3rd parties have access to your data unless the law allows them to do so. We do not share your data outside the European Union. We have a Data Protection Policy and process in place to ensure secure processing of your data. This Policy can be found on our website.

How long do we keep it?

Your contact details will be removed from the records once you are no longer intending to hire our rooms or are no longer providing services to HBC. In some circumstances, we are legally obliged to retain data for longer (usually six years).

What are your rights?

You have the right to ask to see any information we hold about you by submitting a ‘Subject Access Request’ in the first instance to the Facilities Manager You also have the right to ask for information which you believe to be incorrect to be rectified and to ask for all or part of the data held concerning you to be erased once it is no longer necessary for us to retain that data.

If you are concerned about the way your information is being handled please speak to the Facilities Manager or to Paul Gauntlett, the HBC Trustee with responsibility for Data Protection. If you are still unhappy you have the right to complain to the Information Commissioners Office (ICO).

May 2018