

HIRING SYDENHAM GARDEN RESOURCE CENTRE: BOOKING FORM
(to be completed by the hirer and read in conjunction with the General & Payment Terms and Conditions).

Name of person responsible for the hire*:

Name of organisation (if applicable):

Address*:

Post Code*:

Telephone No*:

Mobile:

Email:

Job Title (if applicable):

Date when premises required*: Click here to enter a date.

Purpose of Hire*:

(Please tell us why you would like to hire the Resource Centre).

Proposed Activities*:

(Please tell us all activities planned for your booking including those provided by entertainers, professionals etc providing 3rd party services; along with any equipment you propose to bring to the Resource Centre).

Number of people attending*: [NB: The maximum number of children allowed at any booking is 30]

Arrival / Departure Times** : from: to: **Total hours*:**

Function / Party Times* : from: to:

**Required **Include time to set up and to tidy up afterwards*

I HAVE READ AND ACCEPT THE CONDITIONS AND THE ARRANGEMENTS AS SET OUT IN THE TERMS AND CONDITIONS (General & Payment)
(Please tick here to confirm:)*

SIGNED:

Print Name:

Date:

Transparency Notice: The contents of this form will be stored on our servers, which includes a Microsoft Cloud Based Server. They are encrypted and secured, and stored in the UK. They will be removed in line with our retention policy. We will not share the contents with any other organisation without seeking your consent first, unless legally required to do so.