Please fill this form in and then email it to our church office (stpandstj.hucc@mail.com)

We will then be in touch with you as soon as possible regarding your request. Many thanks!

|  |  |
| --- | --- |
| **Full Name:** |  |
| **Address:**   |  |
| **Telephone Number:** |  |
| **Email Address:** |  |

|  |  |
| --- | --- |
| **Which room would you like to book?** | **Please tick** |
| **Church Centre Hall only** |[ ]   |
| **Church Centre Kitchen only** |[ ]   |
| **Church Centre Hall and Kitchen** |[ ]   |
| **Church** |[ ]  **Kitchenette in Church:** |[ ]  **Use of Audio visual / tech in Church:** |[ ]

|  |  |
| --- | --- |
| **Is this booking for a single use of the space,****or a regular (weekly / monthly etc) booking? (please provide details):** |   |
| **Reason for Booking (please include organisation details if relevant):** |  |
| **Date of Booking:** |  |
| **Time of Booking:** |  |

Please note that payment for all hall hire should be made at least 14 days prior to the booking date.

A £10 administration charge is included in all bookings – this will be payable as a deposit at the time of booking.

**Confirmation**

I confirm that I will adhere to the conditions laid out in the hiring policy, and will leave the space in the manner

that I found it.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |

**\*Please see overleaf for consent authorisation**

**Office Use Only:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Booking confirmed** |  | **Cost of hire** |  | **Invoice Submitted** |  | **Paid** |  |

**CONSENT**

Your privacy is important to us. We want to communicate with people in a way which has their consent and which adheres to UK law on data protection. As a result of a change in UK law we now require your explicit consent on how we contact you.

By signing this form you are confirming that you consent to the PCC of St. Philip and St. James Church, Hucclecote, Gloucester, holding and processing your personal details for the following purposes.

Please click on and tick the boxes where you DO grant consent:

[ ]  I **DO** consent to the church keeping me informed about news, events, activities and services at St. Philip and St. James Church, Hucclecote, Gloucester.

(Please note that you can unsubscribe from church email bulletins at any time by emailing the church office)

[ ]  I **DO** consent to the church sharing my contact details with the Diocese of Gloucester so that they can keep me informed about news, events, activities and services that will be taking place in the diocese and which may be of interest or which are directly relevant to the role I am undertaking.

I **DO** consent to the church contacting me by (i) post [ ]  (ii) phone [ ]  or (iii) email [ ]

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |

You can grant consent to any number of the purposes you wish or none at all. Where you do not grant us consent we will not be able to use your personal data except in limited situations such as those required by law or to protect other members from harm.

You can find out how your data will can be used from our ‘Privacy Notice’ which can be found on our website, [www.hucclecotechurch.uk](http://www.hucclecotechurch.uk). Alternatively a copy can be obtained from the parish office.

You can withdraw or change your consent at any time by contacting the Parish Administrator at St. Philip and St. James Church, Larkhay Road, Hucclecote, Gloucester (Tel: 01452 372177) or by e-mail to stpandstj.hucc@mail.com

Once you have withdrawn your consent all processing of your personal data will cease, other than where this is required by law.