



TORPOINT TOWN COUNCIL
HIRER DETAILS

Name of Organisation / Group	
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Contact Address

Title	
First Name	
Surname	
Address	
Town	
Postcode	
Tel no (Mobile and Home):	
e-mail address	

Invoicing Address

Invoice Name	
Same as contact – tick box	
Invoice Address	
Town	
Postcode	
e-mail address	

Requirements

Council Hall	<input type="checkbox"/>	Kitchen	<input type="checkbox"/>	
Committee Room	<input type="checkbox"/>	Library & Community Hub	<input type="checkbox"/>	
Mayor’s Parlour	<input type="checkbox"/>	Bénodet Park *	<input type="checkbox"/>	
Entire Chambers	<input type="checkbox"/>			

(* - Risk Assessment required including Covid 19 where appropriate)

Hire Start Time

Hire End Time

Date of Booking/Hire

Event (e.g. Party, Meeting, etc.)

Regular Booking Required/ Dates (ie 3rd Thursday of Month)

.....

Numbers attending

Layout of Room

Additional Equipment

Catering Facilities

SIGNED

DATED

Torpoint Town Council
1 – 3 Buller Road
admin@torpointtowncouncil.gov.uk
01752 814165



General Data Protection Regulations (Service) Consent to hold Contact Information

Name	
Date of birth if under 18	
Parental/Guardian Consent for any data processing activity	
Address	
Telephone No.	
Email Address	
Facebook	
Twitter	

I agree by signing below that the Council may process my personal information for the purpose of providing information and corresponding with me.

I agree that Torpoint Town Council can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to request modification of the information that you keep on record.

I have the right to withdraw my consent and request that my details are removed from your database.

(Further information regarding Torpoint Town Council Privacy Notice can be found at www.torpointtowncouncil.gov.uk or in hard copy)

Signed

Date