



**HIRER DETAILS**

<b>Name of Organisation / Group</b>	
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**Contact Details**

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

**Invoicing Details**

Invoice Name	
Same as contact – tick box	<input type="checkbox"/>
Invoice Address	
Town	
Postcode	
email 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"/>		

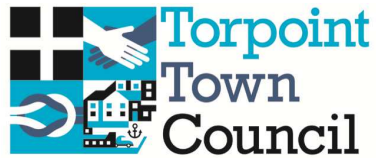
(\* - Risk Assessment required including Covid-19 where appropriate)

Hire Start Time	<input style="width:150px" type="text"/>	Hire End Time	<input style="width:150px" type="text"/>
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**Date of Booking/Hire** \_\_\_\_\_ **Event (e.g. Party, Meeting, etc.)** \_\_\_\_\_

**Regular Booking Required / Dates** (ie 3<sup>rd</sup> Thursday of Month)

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Numbers attending

Layout of Room

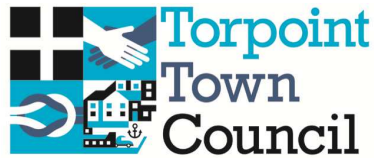
Additional Equipment

Catering Facilities

SIGNED .....

DATE .....

Torpoint Town Council  
1-3 Buller Road  
Torpoint  
PL11 2LD  
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	

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](http://www.torpointtowncouncil.gov.uk) or in hard copy)

Signed .....

Date .....