**Hiring Agreement for Caldecote Sports and Social Pavilion and Pitches**

**To be attached to the Standard Conditions of Hire**

 **Dated :**

 **Parties :- Representative of Caldecote Parish Council and Hirer**

Alan Melton, Parish Clerk

email: parishclerk@caldecote.gov.uk

Hirer:

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| --- |
|   |

Name:

|  |
| --- |
|   |

Organisation:

|  |
| --- |
|  |

Address:

|  |
| --- |
|  |

Tel. Number:

|  |
| --- |
|  |

Mobile Number:

|  |
| --- |
|  |

Email:

Part(s) of Pavilion and/ or Pitches to be hired:

1. Function room, kitchen and toilets [ ]
2. Changing rooms [ ]
3. Football pitches [ ]
4. Cricket pitches [ ]

|  |
| --- |
|  |

Date/s and Times required:

|  |
| --- |
|  |

Purpose/ description of hiring:

Bouncy Castle (you will need to provide your own insurance) Yes [ ]  No [ ]

|  |
| --- |
|  |

Hire Fee (see schedule):

If you wish to hire the premises for certain activities you will be required to obtain a Temporary Events Notice (TEN) from South Cambridgeshire District Council Licensing department. This must be applied for at least ten working days prior to the event (working days defined as Monday to Friday-excluding bank holidays) from the council and **the original licence produced to the** **person in charge of hiring the building to you, prior to the day of the event.** **If a Temporary Event Notice is not supplied prior to the event where one is required your booking will become void.**

Under the Licensing Act 2003, the provision of regulated entertainment is a licensable activity. Entertainment facilities provided for members of the public, a section of the public, members of a qualifying club or any other entertainment provided for profit, where the premises are made available to enable the entertainment to take place, require a licence.

The following activities require a Temporary Event Notice(TEN) as they are defined as Regulated Entertainment under the Licensing Act 2003:-

 Plays and Theatre productions Making Music

 Showing of Films Dancing

 Live Music events Provision of late night refreshment-

 Recorded Music only applies after 23.00 hours

 Performance of dance Supply of alcohol

**Please contact the Parish Clerk to discuss your needs and for a TEN application form**

The Hirer agrees not to exceed the maximum permitted number in the social room of **31 persons**

The Hirer or its authorised adult representative, if appropriate, agrees to be present during the hiring and to comply fully with the hiring agreement and **shall not sub-hire**.

It is agreed that the Standard Conditions of Hire, and the Information for Hirers together with additional conditions required by TEN’s shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the Parish Council and the Hirer

**Signed on behalf of the Parish Council**

**Signature:-...................................................................... Date:........................................................**

**Signed by Hirer**

**Signature:-....................................................................................... Date:- ......................................................**

**The Standard Conditions of Hire attached apply to all hiring of the Sports and Social Pavilion and Pitches.**

**There is STRICTLY NO ACCESS TO MEZZANINE FLOOR OR ROOF BY ANY HIRER OR MEMBERS OF THE PUBLIC.**

**During the period of the Hire, the Hirer is responsible for the flow of vehicles, ensuring emergency access is kept clear at all times and the safety of pedestrians within the car park area.**

**If the Hirer is in any doubt as to the meaning of these, the Parish Clerk should be immediately consulted.**

 Parish Clerk: Alan Melton: 07771 524093

 **PLEASE SIGN BOTH THE COPIES OF THIS FORM AND RETURN ONE TO THE PARISH CLERK**

Please pay by BACS: Unity Trust Bank, Sort Code: 60-83-01, Account No: 20299477

**Caldecote Parish Council**

**20 St Martin’s Road**

**Chatteris**

**Cambridgeshire**

**PE16 6JF**

Tel: 07771 524093

Email: parishclerk@caldecote.gov.uk

**Hirers Privacy Notice**

When you hire the Sports and Social Pavilion or hold an event on the Recreation Ground:

The information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information, send invoices and receipts relating to your hire agreement.

Your personal information will not be shared with any third party without your prior consent.

**The Councils Right to Process Information**

GDPR Article 6 (1) (a) (b) and (c) (Data Protection Act 2018)

Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract

**Information Security**

Caldecote Parish Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and relevant policies.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted.

**Your Rights**

**Access to Information**

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: parishclerk@caldecote.gov.uk

**Information Correction**

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: parishclerk@caldecote.gov.uk

**Information Deletion**

If you wish Caldecote Parish Council to delete the information about you, please contact: parishclerk@caldecote.gov.uk

**Right to Object**

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact parishclerk@caldecote.gov.uk

**Rights Related to Automated Decision Making and Profiling**

Caldecote Parish Council does not use automated decision making or profiling of personal data.

**To Sum Up**

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data.

**Complaints**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Caldecote Council Data Information Officer: parishclerk@caldecote.gov.uk and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

**Caldecote Parish Council**

**20 St Martin’s Road**

**Chatteris**

**Cambridgeshire**

**PE16 6JF**

Tel: 07771 524093

Email: parishclerk@caldecote.gov.uk

Consent: Sports and Social Pavilion or Recreation Ground Hirer

I agree that I have read and understand Caldecote Parish Council’s Privacy Notice. I agree by signing the consent box below that the Council may process my personal information for providing information and corresponding with me.

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

Signed:

Please Print Name: Date:

Please return to the Parish Clerk