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Olney Town Council

The Olney Centre, High Street, Olney, Bucks MK46 4EF
enquiries@olneytowncouncil.gov.uk 01234 711679

The Rec Community Centre Hire Application Form

Name of hirer:

Name of organisation

Address.....

Contact number..... Email address.....

Type of class or function.....

Date of Booking..... Time from.....to.....

Please indicate what you wish to hire:

	Yes/No	£10.00	£.....
Kitchen per session			

Hourly room charges

Room 1 (Maximum number seated 80, tables & chairs 70)	£15.00	£.....
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Room 2 (Maximum number seated 30, tables & chairs 25)	£10.00	£.....
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Area 3 Changing or breakout rooms	£10.00	£.....
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Total Hire Charge £

Maximum number of persons using the room(s):

Copy Public Liability Policy enclosed (except private hire):

Relevant Group Leaders DBS & safeguarding Policy enclosed (as required):

In accordance with the General Data Protection Regulations (GDPR) Olney Town Council are collecting this data to enable us to manage your booking. We will only use it for that purpose and will not pass your information on to third parties. We will only hold the information for as long as it is necessary.

I have read and understood the "Terms & Conditions of Hire" attached. I agree to be bound by those terms. I/We agree to be liable for all charges and other payments arising of the hiring in the event that the hiring person, company or association fails to pay for the whole or any part thereof. I am over 21 years of age.

Signed: **Date:**

Non-returnable deposit 20%: **Balance paid:**