



NORTON QUAKER MEETING

BOOKING FORM & HIRE AGREEMENT CONFIRMATION

Please complete in full - print, scan and return by email to:

Helen Whittington (Booking Manager) - hdwmanagementservices@gmail.com

Or post: C/O Friends Meeting House, 6 Skinnergate, Darlington. DL3 7NB. (Please keep your own copy for reference)

Group Name	
Group Leader name	
Brief description of activity or event	
Dates & times required. (Day & time if on going booking)	
Postal address	
Email address	
Mobile phone number (in case we need to contact you urgently)	
Any special invoicing information (e.g. alternative contact, purchase order number)	
EITHER: Details of Public Liability Insurance (PLI) where in place	Provider: Date of Expiry:

* see notes below	Cover Limit amount (£M):
OR: If PLI is NOT in place for your activity , please initial you understand & agree the disclaimer statement as below *	

Please confirm the statements below:

- I have read the Hirers Information pack in full and agree to: the Room Hire Terms and conditions, Fire Safety Procedures, Emergency Plan, and Security Policy.
- I understand I am responsible for obtaining appropriate insurance for my group's activities. Norton Quaker Meeting and Teesdale & Cleveland Area Quaker Meeting (charity) cannot be held liable for personal accident, theft or damage to property to group members or public whilst using the building.

** Public Liability Insurance (PLI) is always recommended but is not mandatory for groups or activities deemed lower risk. Check you have read the notes in the Hirers pack sent to you and understand your responsibilities to inform everyone attending your activity concerning the Insurance position.*

- I confirm that I will not pass leader responsibility for any hire sessions or hand over door keys/codes to anyone else without informing the manager in advance.

Signature & date:

Data Privacy Notice For Information

As part of our room hire operation, Norton Quaker Meeting may collect and use information or data from you. We do this on behalf of Teesdale and Cleveland Area Meeting of the Religious Society of Friends (Quakers) in Britain which is a registered “data controller” under data protection legislation. This notice sets out the types of information we may collect about you and how we use it.

We collect and use information from you in order to:

- carry out our room hire contract with you;
- meet our legal obligations, such as complying with health and safety legislation; and
- *with your consent*, keep you up to date with news about the Friends Meeting House and related matters we feel may be of interest to you.

Your information will not be shared with any third party except where you have given us permission to use your contact details to promote your group, in which case those details may be included on our website, social media, printed brochures and other marketing materials as well as being given out to people who enquire with us about your group.

We are committed to the security and appropriate use of your information so we will hold it on password-protected computers and hard drives and (if it is in paper form) in our locked office filing cabinet. We will keep your data for no longer than is necessary for the purposes set out above. This will normally be no longer than seven years after the end of your contract, in line with audit requirements and limitation periods for legal claims.

You have various rights in relation to the information we hold about you – further details can be found here: <https://ico.org.uk/your-data-matters/>. Where you have given your consent for us to use your information to promote your group or send you news, you can withdraw that consent in writing at any time. This will not affect our ability to use your information to carry out our contract or legal obligations.

If you have any concerns about how your data is used, please contact The Booking Manager (address as above). If you have any further concerns following that, write to Teesdale and Cleveland Area Meeting (TCAM) for the attention of the Clerk to Trustees.

Clerk of TCAM Trustees,

c/o Darlington Quaker Meeting House,

6 Skinnergate

Darlington

DL3 7NB