



# Rushden Town Council

Rushden Hall, Hall Park, Rushden, Northamptonshire, NN10 9NG

Telephone: (01933) 316216



## RUSHDEN HALL & WALLED GARDEN - FUNCTION BOOKING FORM

Booking Number: (For office use only)		Invoice Number: (For office use only)	
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Name:	
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Organisation:			
	Profit Making <input type="checkbox"/>	Non-Profit Making <input type="checkbox"/>	
	Private Event <input type="checkbox"/>	Public Event <input type="checkbox"/>	

Address:	
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Contact Number:	
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Date Required:	
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Please give details of proposed event:

**\* Because of the historical importance of our public rooms we reserve the right to refuse bookings for certain types of events and do not allow disco equipment within Rushden Hall, but permitted within the Walled Garden.**

Rooms Required:
Fletcher Room <input type="checkbox"/> Panelled Room <input type="checkbox"/> Morning Room <input type="checkbox"/>
Kitchen <input type="checkbox"/> Ground Floor Suite <input type="checkbox"/> Walled Garden <input type="checkbox"/>

Times Required: *	
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**\* The Hirer will be allowed half an hour either side of their booking for setting up and tidying away. The Hirer is also responsible for the setting out of any furniture and for returning after use to the position in which it was found. All refuse should be bagged up and disposed of by the Hirer.**

Additional Information: (i.e. Times required for early access for setting-up / outside caterers)

Number of Chairs Required:	
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Is the Hearing Loop Required:	Yes / No
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Hire Fee: <b>(Payable in full at least 1 month before the date of hire)</b>	£
* Indemnity Fee (if applicable): <b>(Payable at time of booking)</b>	£
<b>Name of person to whom the Indemnity Fee cheque should be made payable, together with return address (this also applies to any cancellation):</b>	
<b>* Please note an Indemnity Fee may be required; please check with Rushden Town Council for clarification. Cheques should be made payable to Rushden Town Council</b>	

Rushden Hall and Walled Garden has a Premises Licence authorising the following regulated Entertainment and Licensable activities:

<b>Activity</b>	<b>Times</b>	<b>Please Indicate Proposed Activities</b>
a. The performance of plays (Walled Garden only)	08.00 - 23.00	
b. The exhibition of films	09.00 - 23.00	
c. Boxing or wrestling entertainment (Walled Garden only)	09.00 - 22.00 (Mon – Sat)	
d. The performance of live music	09.00 - 23.00	
e. The playing of recorded music	09.00 - 23.00	
f. The performance of dance	09.00 - 23.00	
g. Entertainments similar to those in a – f	09.00 - 23.00	
h. Making music	09.00 - 23.00	
i. Dancing	09.00 - 23.00	
j. Entertainment similar to those in h – i	09.00 - 23.00	
k. The sale of alcohol	11.00 - 23.00	

Have you indicated at (k) that alcohol will be available at your event?

If you have answered yes to the above question you will need to seek written permission from Rushden Town Council for a provision of a bar and we will require detailed information regarding the management of the sale of alcohol.

**FAILURE TO COMPLY WITH ANY OF THE ABOVE CONDITIONS WILL RESULT IN THE LOSS OF YOUR INDEMNITY FEE. PLEASE ALSO REFER TO OUR FULL CONDITIONS OF HIRE.**

Please Note: Rushden Hall does not provide catering for functions, neither do they provide marquees; these should be provided by the Hirer. The hire of the Walled Garden does not include the stage or electrics. These will be charged at an additional cost, should they be required.

Hirer's Signature:	Name:	Date:

I have read and agree to abide with the Conditions of Hire attached to this booking form and I have received a copy of the Fire Safety Regulations referred to therein.



## PRIVACY NOTICE

### RUSHDEN HALL – PUBLIC HIRE

Rushden Town Council is the Data Controller under the new data protection law and will use the information you provide on this form in order to contact you about your application for a refund of your indemnity deposit.

The legal basis for processing this data is to enable the Council to process the refund request which forms part of the main contract. If you include any personal details on this on behalf of an organisation or group, the legal basis for processing this data is your consent to do so. You can withdraw your consent at any time by notifying us. Our contact details to do so, or for any other queries, is Rushden Hall, Hall Park, Rushden, Northamptonshire, NN10 9NG.

We will keep your data for six years plus the current financial year, which runs from 1<sup>st</sup> April to 31<sup>st</sup> March. Your information will not be shared further.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website at <http://www.rushdentowncouncil.gov.uk/>

Please confirm your consent below. You can grant consent to any or all of the purposes listed. You can withdraw or change your consent at any time.

- We may contact you to keep you informed about what is going on in the Council's area including news, events, meetings and activities. These communications may also sometimes appear on our website, or in printed or electronic form including social media.
- We may use your name and photo in our newsletters, or on our website, or our Facebook page.

#### KEEPING IN TOUCH

- Yes please, I would like to receive communications by email.
- Yes please, I would like to receive communications by telephone.
- Yes please, I would like to receive communications by mobile phone including text message.
- Yes please, I would like to receive communications by social media including Facebook.
- Yes please, I would like to receive communications by post.