

Accommodation Booking Form



1. Details of Applicant

Customer Name:

Organisation:

Registered Charity YES NO Charity Number

Address:

Town:

Post Code:

Contact Number:

Email:

2. Requirements

Name of Premises Required:

Room/Areas Required (e.g. Main Hall, Lounge)

Do You Require Use of Kitchen (If applicable): YES NO

| Frequency: | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|-------------|--------------------------|--------------------------|--------------------------|--------------------------|--|--------------------------|--------------------------|
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Start Date | | End Date | | Please include preparation and clean up time | | |
| | | | | | Start Time | End Time | |
| Once Only | | | | | | | |
| Weekly | | | | | | | |
| Fortnightly | | | | | | | |
| Monthly | | | | | | | |

Other Frequency Please List Dates:

Number of People Attending:

No of Chairs (If Applicable):

Number of Tables (If Applicable):

Equipment Requirements (If Applicable):

3. Booking Details

Type of Event:

Will Alcohol be sold or Consumed: YES NO Will there be a licenced Bar: YES NO

Licensee:

Music to be Played: YES NO Type: Live Recorded

Do you have Public Liability Insurance (see T&C): YES NO

Please note Risk Assessment and Insurance is the responsibility of the hirer.

4. Declaration

- By ticking this, I/We confirm that the information provided is accurate.
- By ticking this, I/We have read, understand and agree to comply with the Terms and Conditions of Hire.
- By ticking this, I/We understand that it is my/our responsibility to have adequate measures in place to ensure attendees of the let make a speedy and safe exit of the premises in the event of an emergency.

Name:

Date:

Please return booking application to:

E-mail: bookings@eastlothian.gov.uk

Post: East Lothian Council, Bookings, John Muir House, Haddington EH41 3HA

All bookings subject to approval

5. Privacy Statement

Privacy Statement

East Lothian Council is committed to safeguarding your personal information. Our privacy statement reflects current principles and standards on handling personal information.

1. For collection, use and disclosure

- ❖ if you have given us your details they may be updated or amended at any time by sending an email to bookings@eastlothian.gov.uk specifying the alterations required

2. Purposes for collecting personal information

We use personal information for the following purposes only:

- ❖ to communicate with customers
- ❖ to fulfil your requests for services or information
- ❖ for administration purposes
- ❖ to comply with any applicable law, regulation, legal process or government request

3. Limiting the Collection of Personal Information

- ❖ ELC limits its collection of personal information to only that information which is necessary for the identified purposes
- ❖ we will keep your personal data in line with our data retention policy, called a Retention Schedule

4. Disclosure, Processing and Retention

ELC will not sell or disclose your personal information to anyone else, except:

- ❖ to someone you have designated to act on your behalf, for one or more of the identified purposes (listed in Section 2, above)
- ❖ when required to do so by law

More information can be found in our main Privacy Statement

6. For Office Use Only

| Type of Booking | Commercial | Non Profit Making | Voluntary | Charitable | Supported Let |
|--------------------------|------------|-------------------|-----------|------------------------------------|---------------|
| Total Charge for Let £ | | | | Paid in Full £ | |
| Payment in Advance | YES | NO | | Invoice to be Issued in Arrears | YES NO |
| Booking Reference: | | | | | |
| Risk Assessment Required | YES | NO | | Risk Assessment in Place | YES NO |
| Caretaker Advised | YES | NO | | Booking Form Email to Service Area | YES NO |
| Signed off by: | | | | Date: | |

Further Information: