

**WOODHOUSE COMMUNITY CENTRE  
HIRING AGREEMENT**

THE TOWN COUNCIL agrees to permit the use of the Woodhouse Community Centre for the purposes, periods and at the fee described below:

|                           |  |
|---------------------------|--|
| <b>Purpose of Hiring:</b> |  |
| <b>Date:</b>              |  |
| <b>Start Time:</b>        |  |
| <b>Finish Time:</b>       |  |

Cancellation – Notice must be given by 12pm on the last working day before the booking in order to claim back your fee.

THE HIRER agrees to observe and perform the provisions contained in the Conditions of Hire, a copy of which is enclosed.

|                      |  |             |  |
|----------------------|--|-------------|--|
| <b>Name:</b>         |  |             |  |
| <b>Organisation:</b> |  |             |  |
| <b>Address:</b>      |  |             |  |
| <b>Postcode:</b>     |  | <b>Tel:</b> |  |
| <b>Mobile:</b>       |  |             |  |
| <b>Email:</b>        |  |             |  |

I agree that I have read and understand Normanton Town Councils Privacy Notice. I agree by signing 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. I have the right to withdraw my consent and request that I am removed from your database.

**Signed:** \_\_\_\_\_

**Office Use**

|                            |   |
|----------------------------|---|
| <b>Total Hours Booked:</b> |   |
| <b>Hiring Rate:</b>        | £ |
| <b>Total Cost:</b>         | £ |