



## Somerford ARC Community Centre

20 Southey Road, Christchurch, BH23 3EH  
01202 470770/ [info@somerfordarc.com](mailto:info@somerfordarc.com)

# Group Booking Agreement

## Consent to hold information

Under the General Data Protection Regulations (GDPR) 2018 you have a right to privacy and confidentiality. This means your information will be handled securely, and you have control over how it is collected, stored and shared.

As an organisation we only collect and store information relevant to the purpose for which it is needed. You have the right to control the personal information we hold about you and must give explicit consent for it to be used.

## Information we hold

We only store the following details:

- Your telephone number
- Your email address
- Your address

Your information will not be shared with any third-party organisations without your consent, except in circumstances involving serious safeguarding concerns or risks to your health and safety. If such a situation arises, we will inform you accordingly.

You have the right to access, amend, or withdraw your consent regarding the storage and sharing of your information at any time.

## Data Retention and Accuracy

Your information will be reviewed annually, to ensure it is accurate and up-to-date. We will securely

Retain your data for no longer than two years after your involvement with our organisation has ended. This is to meet your legal obligations and to make it easier for you to reconnect with us in the future, should you choose to do so. After this period, your information will be securely destroyed.

All personal data is stored in accordance with the Somerford ARC Community Centre Confidentiality Policy and Data Protection Policy. Access to your information is strictly limited to authorised trustees and employees to ensure security and compliance with privacy standards.

In the event of any data breach involving your personal information, we will notify you immediately and take all necessary steps to mitigate any potential risks.



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### Organisational Details

**This is an agreement between yourselves and Somerford ARC Community Centre:**

Registered Charity No. 1156427

Authorised Persons: Chair: Paul Hilliard, Office Manager: Lauren Biggs

Address: 20 Southey Road, Christchurch, BH23 3EH

Telephone No. 01202 470770

### Declaration

The information you provide on this form will only be used to contact you in relation to our organisational communications or services. It will not be shared with any other organisation without your permission and will not be stored for longer than two years after your involvement with us ends.

Signature:

Print name:

Date:

**Data protection:** The information you provide on this form will only be used to contact you in relation to our organisational communications or services. It will not be shared with any other organisation without your permission and will not be stored for longer than two years after your involvement with us ends.



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## Group Information

Name	
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Are you a registered charity? Yes   
No

If yes, please record your charity number below:

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Nature of the group:  
(Please describe)

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Age range of people attending:  
(for safety and monitoring purposes)

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Expected number of attendees  
(for safety and monitoring purposes)

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Do you require DBS checks: Yes   
No

If yes, please provide any DBS number and expiry dates to [info@somerfordarc.com](mailto:info@somerfordarc.com)

## Contact Information

Contact information for main representative:

Name	
Address	
Postcode	
Mobile number	
landline	
Email	

## Payment information

Contact information for invoicing (if different):

Name	
Mobile number	
landline	



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Email	
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Do you require a purchase order number: Yes   
No

If yes please provide information on where we can obtain the PO number below:

Name	
Email	

## Hire requirements

### Hiring space required

*(please tick ✓)*

Main hall   
IT Suite   
Snug

### Days and times of hire required

Day	Start Time	Finish Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

*\*please remember to book 30 minutes before and after your party time to set-up and clear-down.*

### Frequency of Hire

Weekly   
Fortnightly   
Monthly   
Term time only

## Checklist

*(please tick to confirm ✓)*

I have read and understood the terms and condition of hire of Somerford ARC   
I understand my responsibilities under the Somerford ARC health and safety policy   
I understand my responsibilities under the Somerford ARC first aid policy   
I understand my responsibilities under the Somerford ARC Fire Safety Policy



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- |  |                          |
|--|--------------------------|
| I have received and understand the fire evacuation procedures                              | <input type="checkbox"/> |
| I have submitted a current risk assessment for our group/ activity                         | <input type="checkbox"/> |
| I have provided up-to-date Public Liability Insurance (PLI) documentation                  | <input type="checkbox"/> |
| I have submitted any relevant DBS details ( <i>if applicable</i> )                         | <input type="checkbox"/> |
| I understand that cancellations made with less than 7 days' notice will incur a 50% charge | <input type="checkbox"/> |

### Declaration

By signing this application, I agree to comply with the Terms and Conditions of Hire relevant policies and procedures in place at Somerford ARC (as provided in my information booklet).

I understand that I will be invoiced on the 1<sup>st</sup> of each month in arrears, and that payment is due within 14 days of the invoice date.

Signature:

Print name:

Date:

**Data protection:** Your information will be used solely for the purpose of processing your application. We will not share your data with third parties without your consent. Data will be securely stored and retained for no longer than two years after your involvement with Somerford ARC ends.