



Somerford ARC Community Centre

20 Southey Road, Christchurch, BH23 3EH
01202 470770/ info@somerfordarc.com

Single 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:

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Your information

| | |
|---------------|--|
| Full Name | |
| Address | |
| Postcode | |
| Mobile number | |
| landline | |
| Email | |

About your party

| | |
|---------------------|--|
| Date | |
| Start time of event | |
| End time of event | |

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

Expected number of attendees
(for safety and monitoring purposes)

Hiring space required

(please tick ✓)

Main hall

IT Suite

Snug

Entertainment

(please tick ✓)

Bouncy Castle

DJ

Magician

Important information:

- Bouncy castles must fit under the 2.5m ceiling height. Check with staff before booking.
- All entertainers must hold Public Liability Insurance and PAT-tested equipment.

Declaration

(please tick to confirm ✓)

I have read, understood and agree to the terms and conditions of hire of Somerford ARC

I have received a copy of my hiring guide

I understand a £50 refundable deposit is required in addition to hire costs



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- I understand the deposit covers cancellation (under 7days), damage, or additional cleaning
- I understand the deposit must be paid 4 weeks before the event
- I understand the full hire fee must be paid 2 weeks before the event

Signature:

Print name:

Date:

Data protection: The information provided on this form will be used solely for the purpose of processing your application. We will not share the details with any third parties without your consent. Your data will be stored securely and retained for no longer than two years following the termination of your involvement with Somerford ARC Community Centre.

Payment Record

Payments by BACS

| Payment | Amount due | Date paid | Amount refunded |
|----------|------------|-----------|-----------------|
| Deposit | | | |
| Hire Fee | | | |

Payments by cash

| Payment | Amount due | Date paid | Signed hirer | Signed staff |
|----------|------------|-----------|--------------|--------------|
| Deposit | | | | |
| Hire Fee | | | | |

| Refunded | Amount | Date paid | Signed hirer | Signed staff |
|----------|--------|-----------|--------------|--------------|
| Deposit | | | | |
| Hire Fee | | | | |

Reason full deposit not returned:
