**Hire Charges & Conditions of use for Carey Hall**

By Completion of the Application for Hire form you agree to accept the conditions set out below and to pay the appropriate hire charges for the use of Carey Hall. The conditions apply to all hirers of the hall without exception and are effective from 01 Jan 2011. For the purpose of these conditions the ‘Hirer’ is the individual or representative of the hiring group.

1. **Hire Period and Charges.**

The period of hire shall be booked in advance with the booking secretary. The booking will not be confirmed until the booking form and payment are received by the booking secretary. A member of the hall committee will open the hall 15 minutes before the hire period and will lock up at the end of the hire period. The charges are as follows:-

Week days £10 per hour with a minimum payment of £20,

Weekends £12.50 per hour with a minimum payment of £25.

A cancellation within 4 weeks of the booked date will incur the hire charge for 2 hours.

For commercial use including any event for which an entry fee is charged by the user the Hirer will provide their own Public Liability Insurance.

**After use the Hirer must leave the premises in a CLEAN and SAFE condition**

1. Tables must be wiped clean
2. Kitchen surfaces must be left clean
3. Floors in all areas must be swept and cleaned as applicable
4. No items belonging to Carey Hall must be taken away
5. **Safety Instructions**

**On Arriving at the hall the Hirer must**

* Locate the emergency Exits
* Locate the fire alarm call points (Break Glass points)
* Locate and read the Fire action instructions at the call points
* Locate the Fire Extinguishers
* Identify all people using the Hall

**On leaving the hall the Hirer must:**

* Ensure that all the windows and doors are securely closed
* Ensure that the heaters are not covered or obstructed by the furniture
* Ensure that all appliances are switched off and unplugged except for the WiFi plug behind and above the microwave
* Ensure that all taps are turned off and the toilet lights are switched off
* Ensure that all waste is taken away with the Hirer.
1. **Car Park**

Vehicles are parked at the owners’ risk. CHCT accepts no liability whatsoever for damage arising in the car park

1. **Smoking**

Smoking is not permitted in any part of the hall at any time

1. **Alcohol**

If the Hirer intends to sell alcohol they must be in possession of an appropriate licence at the time of booking

**Any damage or faults whether or not caused by the hirer must be reported immediately to the bookings secretary or treasurer or entered into the book provided in the hall kitchen**

Carey Hut Charitable Trust Privacy Notice – Hirer

**Our contact details**

Name: Marian Cotton

Address: 11 Trent Drive, Wareham BH20 4DF

Phone Number: 07748 316512

E-mail: mc54\_99@yahoo.com

Name: Julie Bradshaw, Secretary CHCT

Address: 2 Johns Road, Wareham BH20 4BG

Phone Number: 01929 558139

E-mail: jbrad@uwclub.net

Name: Helen Geach, Booking Secretary

Address: 9 Northmoor Way, Wareham BH20 4RY

Phone Number: 07368 352737

E-mail: hirecareyhall@gmail.com

**The type of personal information we collect**

We currently collect and process the following information:

* Personal identifiers, contacts and characteristics (for example, name and contact details)

**How we get the personal information and why we have it**

The personal information we process is provided to us directly by you so that we can manage the hiring of Carey Hall.

We may share this information with other Committee Members and, with your consent, to potential members of your organisation.

Under the General Data Protection Regulation (GDPR), the lawful base we rely on for processing this information is:

**Your consent. You are able to remove your consent at any time. You can do this by contacting the Secretary (contact details above).**

The information is collected from yourself or from the hiring form. We do not pass the information to third parties without your consent. The reason for passing the information would be to other Committee Members for the management of Carey Hall. Optionally regular hirers may choose to have their details made available to potential members.

Contact details may also be made available, if requested, to the Test and Trace system.

**How we store your personal information**

Your information is securely stored on the hiring form and in the booking book at the home of the Booking Secretary and email addresses of regular hirers are stored on the computer of the Secretary.

We will keep hiring forms for a maximum of 1 year after the date of the last hire. The hiring form will then be shredded. The Booking Secretary will inform the Secretary of changes in regular hirers’ contact details so that the email list can be updated. On change of Secretary, the list of email addresses will be copied to a memory stick, passed to the new Secretary and the list deleted from the computer of the previous Secretary.

**Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us (see details above) if you wish to make a request.

**How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to the Chair (contact details above).

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO’s address:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: https://www.ico.org.uk

**APPLICATION FOR HIRE**

|  |  |
| --- | --- |
| Date(s) of Hiring |  Mon / Tues / Wed / Thur / Fri / Sat / Sun |
| Start time |  | End time  |  |
|  |
| Name of Applicant |  |
| Address |  |
| Post Code |  |
| Telephone |  | Email |  |
|  |
| Name of Organisation |  |
|  |
| Declaration | I hereby apply for use of the Carey Hall from the Carey Committee and agree to the Terms and Conditions, Privacy Notice, Safeguarding Notice, and Safety Instructions. |
|  |
| Signed |  | Date |  |
| Print Name |  |  |
|  |
| IMPORTANT: All cheques to be made payable to CAREY HUT CHARITABLE TRUSTBACS: Barclays Bank, Sort code 20-68-79, Account No 70235024 |
| **THE BOOKING WILL NOT BE CONFIRMED UNTIL THE HIRE FEE HAS BEEN PAID** |
|  |  |  |  |
| Treasurer and Booking Secretary: | Helen Geach | Telephone: 07368 352737 | hirecareyhall@gmail.com |
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**CONFIRMATION OF RECEIPT OF HIRE FEE**

|  |  |
| --- | --- |
| Date(s) of Hiring |  |
| Times Requested |  |
| Hire fee paid | £ |
| Name of Organisation |  |
|  |
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|  |  |  |  |
| Treasurer and Booking Secretary: | Helen Geach | Telephone 07368 352737 | hirecareyhall@gmail.com |