



# Fremington Parish Council

The Beechfield Centre, Beechfield Road, Fremington, EX31 3DD

Tel: 01271 321063

Email: [admin@fremingtonparishcouncil.gov.uk](mailto:admin@fremingtonparishcouncil.gov.uk)

Web: [www.fremingtonparishcouncil.gov.uk](http://www.fremingtonparishcouncil.gov.uk)



## BOOKING FORM FOR THE BEECHFIELD CENTRE

**NAME OF ORGANISATION:**

**NAME OF RESPONSIBLE HIRER:**

**DESCRIPTION OF ACTIVITY:**

**INVOICE DETAILS:**

**Name:**

**Address:**

**Email:**

**Telephone number:**

**Mobile number:**

**DATE/S REQUIRED:**

**START TIME:**

**END TIME:**

30 minutes prior to the start time and 30 minutes preceding the end time are allocated to each hire.

**ROOM/S REQUIRED: (Please tick)**

The Beechfield Centre Main Hall or Changing rooms are charged at £10.00 per hour each or £8.00 per hour each, if it is a service to the community (non-commercial only)

**The Beechfield Centre**

This includes the kitchen

**Changing rooms**

**OTHER INFORMATION:**

Wi-fi is available in The Beechfield Centre main hall. Passwords will be provided once your booking is confirmed.

A £10.00 refundable deposit is requested to cover key/fob replacements.

A £50.00 refundable deposit is requested for parties, discos and licenced events

**All bookings remain provisional until an acknowledgement is sent to confirm your hire.** If you agree to the Conditions of Hire and wish to book The Beechfield Centre and/or changing rooms, please sign below. Once you have signed this form, you are confirming you will abide by the Conditions of Hire and the deposits as stated above will be payable.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**GDPR:** Fremington Parish Council ensures the protection of your personal data is of utmost importance. The Council's Privacy Notice and Document Retention Policy can be found at [www.fremingtonparishcouncil.gov.uk](http://www.fremingtonparishcouncil.gov.uk)

Please return this form to:

Fremington Parish Council, The Beechfield Centre, Beechfield Road, Fremington, EX31 3DD or email to: [admin@fremingtonparishcouncil.gov.uk](mailto:admin@fremingtonparishcouncil.gov.uk)