

**KIRKBYMOORSIDE BOWLING CLUB HIRE AGREEMENT**

**HIRER'S CONTACT DETAILS**

Name	
Organisation	
Address	
Email	
Phone Number 1	
Phone Number 2	

**ROOMS YOU WISH TO HIRE (tick relevant box)**

Main Hall	<input type="checkbox"/>	Female Changing Rooms	<input type="checkbox"/>
Kitchen	<input type="checkbox"/>	Male Changing Rooms	<input type="checkbox"/>

**BOOKING DETAILS** - Please give details below of the type of event you are holding.

Room Access required from	
Event Start Time	
Event Finish Time	
Room Access Required Until	
Number of People Expected	
Public or Private Event	
Refreshments	

Please provide details of how you would like the room to be set up

Equipment Required

AMOUNT DUE £.....

I am the hirer/ I am authorised by the Hirer (delete as appropriate) to enter into this agreement I agree to the terms and conditions

Signed ..... Date .....

Authorised.....(KMSBC) Date .....

## TERMS & CONDITIONS

This Agreement constituting the Room Hire Booking Form and these Terms and Conditions is made between the Hirer and the Venue. The parties agree that the hiring will be carried out in accordance with this Agreement.

### Definitions and Interpretation

- 1.1 The Venue – Kirkbymoorside Bowling Club, SportsField, NewRoad, Kirkbymoorside, York, YO62 6DY
- 1.2 The Hirer – the person or organisation as stated on the Room Hire Booking Form
- 1.3 The Premises - Main Hall/Kitchen/Male Changing Room/Female Changing Room
- 1.4 The Building - Kirkbymoorside Bowling Club, SportsField, NewRoad, Kirkbymoorside, York, YO62 6DY
- 1.5 The Amount Due - the amount the Hirer is required to pay to the Venue as set out on the Room Hire Booking Form
- 1.6 Period of Hire – the period agreed on the Room Hire Booking Form

### Maximum Capacity

- 2.1 The maximum capacity for the premises is 90 and the Hirer will not exceed this number

### Use of Premises

- 3.1 The Hirer shall not use the Premises for any purpose other than that described on the Room Hire Booking Form and shall not sub-hire or use or allow the Premises to be used for any other purpose
- 3.2 The Venue reserves the right to exclude or eject from the Premises any person or to cancel any booking where it considers the users may cause or pose a risk of loss, damage or significant expense to the Venue or harm the reputation of the Venue
- 3.3 The Hirer shall ensure that no equipment, goods or other materials are left on the Premises overnight unless with the express permission of the Venue
- 3.4 If the Venue has to cancel a booking there is no liability on the Venue's part. If booking is cancelled by the Hirer with less than seven days notice the Hirer will forfeit their deposit.

### Licences

- 4.1 The Hirer shall ensure that they have all permits, consents, licences, permissions, certificates, authorisations and approvals either of a public or private nature which shall be required by any authority or person in respect of the event
- 4.2 The Hirer shall not apply for a Temporary Event Notice without the permission of the Venue

## **Health and Safety**

- 5.1 The Hirer shall comply with all requests of the Venue's Health and Safety Adviser
- 5.2 The Hirer should ensure they are familiar with
- \* Fire Evacuation procedures
  - \* Location of the Accident Report Book
  - \* Location of First Aid Kit
- 5.3 The Hirer shall
- \* ensure clear and unobstructed access and regress is maintained to all emergency exits in the Premises

## **Payment and Amount Due**

- 6.1 The cost per hour to hire the Venue shall be £10.00 or otherwise agreed with the Venue
- 6.2 The details of the Amount Due are set out on the Room Hire Booking Form and shall be payable within 7 days of the date of the invoice
- 6.3 The Hirer shall pay a 50% deposit in advance for all bookings or by agreement with the club

## **Insurance**

- 7.1 The Hirer shall be responsible for all damages, losses, claims and costs arising out of their use of the Premises and shall indemnify the Venue for such
- 7.2 The Hirer shall have the appropriate insurance for the event

## **Data Protection**

### **KIRKBYMOORSIDE BOWLING CLUB - THE VENUE**

The Kirkbymoorside Bowling Club (hereafter 'KMBC') treats your privacy rights seriously. This data protection privacy notice sets out how we will deal with your 'personal information', that is, information that could identify, or is related to the identity of, an individual.

#### **WHAT PERSONAL INFORMATION DO WE COLLECT AND FOR WHAT PURPOSE?**

KMBC collects personal information, including telephone number and email address details, where they are provided. The lawful basis on which KMBC will process personal data is for fulfilling Hire Agreement obligations as part of the Hire Agreement procedure. and keeping members informed about the Venue's activities.

#### **HOW DO WE COLLECT THIS PERSONAL INFORMATION?**

All the information collected is obtained directly from individuals, via Hire Agreement Forms. At the point that you provide your personal information, you are also providing consent for us to store and use your data in order to ensure our compliance with data protection legislation.

#### **HOW DO WE USE YOUR PERSONAL INFORMATION?**

We use your personal information to provide and communicate KMBC activities and services to you.

#### **WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?**

We may disclose information about you, including your personal information to KMBC Committee members. In the rare event that we may need to share personal information, with other organisations other than KMBC we will seek your permission and inform you as to whom the information will be shared with and for what purpose.

#### **HOW LONG DO WE KEEP YOUR PERSONAL INFORMATION?**

We need to keep your information so that we can provide our services to you. In most instances personal information will not be stored for longer than 4 years. The exceptions to this are instances where there may be legal or insurance circumstances. Where this is the case, the individual will be informed as to how long the information will be held for and when it is deleted.

#### **HOW YOUR INFORMATION CAN BE UPDATED OR CORRECTED**

To ensure the information we hold is accurate and up to date, the Hirer needs to inform KMBC of any changes to their personal information. This can be done by contacting the KMBC Secretary. Should you wish to view the information that the Club holds on you, you should contact the Secretary of KMBC. A response should be forthcoming within 14 days of any such request, unless there are circumstances where we are not able to comply with

this request, for example where the information may contain reference to another individual or for legal, investigative or security reasons.

## **HOW DO WE STORE YOUR PERSONAL INFORMATION?**

The data and subsets are stored on individual PCs – which may include those used by the Secretary or Treasurer.

## **AVAILABILITY AND CHANGES TO THIS POLICY**

This data protection privacy notice forms part of KMBC's operating practices. Any queries or complaints relating to this notice should be directed to the club Secretary. Any subsequent material changes in this notice will be reported through KMBC committee processes and revised, updated notice posted on the KMBC website.

## **PRIVACY NOTICE**

**Kirkbymoorside Bowling Club are committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your Period of Hire Kirkbymoorside Bowling Club is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.**

### **What personal data we hold on you**

You may give us information about you by filling in forms or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you register with the Club, [via a Hire Agreement] The information you give us may include your name, address, e-mail address or phone number. We only collect data that we need to carry out the services of the Venue.

### **Why we need your personal data**

The reason we need your data is to be able to administer your Hire Agreement and provide the services you are signing up to when you complete your Hire Agreement. Our lawful basis for processing your personal data is that we have a contractual obligation to you as a Hirer of the Venue to provide the services you are registering for. The reasons we need to process your data include:

#### **For Venue management**

- processing of Hire Agreement Forms and Payments.
- sharing data with committee members to provide information about Venue activities.
- Venue emails promoting Venue activity.

### **Who we share your personal data with**

The Venue does not supply any personal data it holds for this purpose to any other third party. The Venue does not store or transfer your personal data outside of the UK.

## **How long we hold your personal data**

We will hold your personal data on file for as long as you are a Hirer with us. Any personal data we hold on you will be securely destroyed after four years of inactivity on that Hire Agreement. Your data is not processed for any further purposes other than those detailed in this policy.

## **Your rights regarding your personal data**

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data. As a data subject you are not obliged to share your personal data with the Venue. If you choose not to share your personal data with us we may not be able to register or administer your Hire Agreement.