

HILTON COMMUNITY CENTRE

BOOKING FORM, FEBRUARY 2019

Name of organisation			
Contact Name & Address		Invoice Name & Address (if different from Contact)	
Telephone numbers		Telephone numbers	
Email		Email	

Day required	
Dates – start and end	
Excluded/additional dates (i.e. school holidays/in service days)	
Room/Facility required	
Time required for activity	
Do you need room set up prior to activity time above	
If yes, equipment required & room layout	
If yes, actual time booked for activity, set up & clear up	
Purpose of let	

Please tick which band applies to your booking	
Band A	<input type="checkbox"/> Community Activities, sport, social, political, religious; Not for profit instruction; Musical competitions, Blood Transfusion Service; Dance practice without instructor; Fund raising
Band B	<input type="checkbox"/> Semi-Commercial, Instructed activities, educational or sporting content, instructor retains income
Sporting or Non Sporting Activity <input type="checkbox"/>	

Band and Room Charge	
Method of Payment	CASH/CHEQUE/INVOICE (delete as appropriate)
Frequency of Payment	ON DAY/WEEKLY/MONTHLY (delete as appropriate) Please note, invoices are sent out monthly unless otherwise requested.
Number of people	Under 18 - <input type="text"/> 18 & Over - <input type="text"/>
Is this for vulnerable adults or children / young people ** <input type="checkbox"/>	

Do you give us permission to give out your phone number to customers enquiring about your groups / on our centre marketing?	<input type="checkbox"/>
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General Data Protection Regulations

To view our High Life Highland Privacy Notices, please visit www.highlifehighland.com/gdpr/privacy-notices or to request a printed copy please email DPO@highlifehighland.com.

I confirm that I have read and understood the privacy notice and I consent for my information to be processed as described.

I also confirm I have read the terms of conditions of lets and I agree to adhere by them. I understand that failure to comply with all terms and conditions, or to provide false information on this booking form, will result in termination of my let.

SIGNED _____

DATE _____

Marketing Preferences:

High Life Highland would like to keep you updated with news, updates and special offers!



HILTON COMMUNITY CENTRE

To view our High Life Highland Marketing Privacy Notice, please visit www.highlifehighland.com/gdpr/privacy-notices or to request a copy email DPO@highlifehighland.com or alternatively ask one of our facilities.

I would like to receive news and updates from High Life Highland via:

Post ☐ Phone ☐ Email ☐ SMS ☐

** This let application will not be accepted until the following is provided to Centre Staff – Child / Vulnerable Adults Protection Policy; Confirmation of at least 2 adults with PVG/enhanced disclosure; Evidence of relevant qualifications of certificates; public liability insurance is recommended

Hilton Community Centre, Hilton Village, Oldtown Road, Inverness, IV2 4HT
01463 644337 hiltoncc@highlifehighland.com

