

Bennett Centre Frome	
Booking request form	
Please complete booking request form below for hiring room/space at the Bennett Centre Frome, Vicarage Street, Frome BA11 1PU. After the room/space has been checked for availability a confirmation email will be sent.	
Name of hirer (individual, company or organisation)	
If a group/organisation, is your group for profit or not for profit?	
Contact name	
Contact email address	
Contact postal address, inc postcode	
Contact phone number	
If a one-off ad hoc event:	
Description/purpose of your booking	
Date of event	
Space required?	Great Hall / Randall Room [<i>please delete as appropriate</i>] <i>Note that the Upper Room and Cloister are not yet available for hire.</i>
Start time (includes setting up)	
Finish time (includes clearing away)	
How many people are expected?	
If a regular repeat booking:	
Description/purpose of your booking	
How frequent (Weekly? Monthly?)	
Which day of the week?	
Space required?	Great Hall / Randall Room [<i>please delete as appropriate</i>] <i>Note that the Upper Room and Cloister are not yet available for hire.</i>
Start time (includes setting up)	
Finish time (includes clearing away)	
How many people are expected?	
Equipment needed	
Do you need tables and chairs? If so how many?	
Do you need kitchen facilities?	
Invoice and payment	
Email address to send the invoice to	
Insurance details	
Provider:	
Policy number:	
Expiry date:	
Declaration	
I have read and understood the lettings policy and I confirm that we will abide by the terms and	
Signed:	
Date:	

GDPR (General Data Protection Regulations):

The Bennett Centre (St John's PCC) will retain hirer's contact details after the hire as part of a database of hirings/hirers for reasons of management, security and for complaints as noted in the lettings policy under item 7. It will also keep them for correspondence regarding future developments and events at the Bennett Centre. Should you not wish to receive updates on the Bennett Centre project and its activities please indicate this below.

I wish to receive updates about the Bennett Centre

Yes / No [*please delete as appropriate*]