

Hirer Registration Form

Name of Hirer	
Name of Organisation	
Address (including Post Code)	
Contact Telephone	
Email	

Declaration

I confirm all details given on Hirer Registration Form are true and accurate.

Signature: _____

Date: _____

Data protection

All information on this form will be stored securely and will be used for the administration and operations of Charles Burrell Centre Ltd, in accordance with the Data Protection Act (1988). Records are reviewed annually; if you have not made a booking in over two years, then this form will no longer be kept by Charles Burrell Centre. CBC works closely with Norfolk Constabulary sharing information on our bookings in order to prevent crime and disorder.

Office use only

Hirer details saved on shared drive and in paper folder?