

Room Hire

Booking Request Form

One off Bookings

To be returned to info@wbchurch.co.uk



"Connecting People to Jesus and One Another"

Contact Information

Contact Name	
Organisation Name (if applicable)	
Telephone Number	
Email Address	

Type of Booking

What kind of event are you planning, what kind of facilities do you require & how many people are expected to attend? We regret that we cannot offer hire for private parties for non-church-members.

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Period of Hire

When would you like to make a booking for?

Date (as many options as you can)	
Start Time (including set-up)	
End Time (including clear-up)	

Data Privacy Notice

We are collecting the above information in line with 'contractual' grounds under the GDPR legislation, for the purposes of dealing with your request effectively. If your room hire request is not accepted, your information will be erased within two weeks of our final communication with you. If your booking is accepted, your information will be retained securely on our Church Office Computer, or in a securely stored paper format until one month after the booking date. A copy of the invoice sent to you will be shared electronically with the Church Bookkeeper only, which will be destroyed after 7 years, in line with the storage of financial documents. For our full Privacy Statement, see our website: www.wbchurch.co.uk