

Room Hire



Booking Request Form

Regular 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	
Postal Address	

Type of Booking

What kind of group would you like to run, what kind of facilities do you require & how many people are expected to attend?

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Room(s) Requested

Which room(s) would you like to hire? Hall, Sanctuary, Lounge, Kitchen, Sofa Room or Prayer Room?

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Period of Hire

When would you like to make a regular booking for?

Day (as many options as you can)	
Start Time (including set-up)	
End Time (including clear-up)	
Frequency (e.g. term times or weekly)	
Running Period (e.g. indefinitely or 3 months)	

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 for up to one year after your final booking date. A copy of invoices 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