



Changing Places Booking

HIRER CONTACT DETAILS						
Contact Person	Title		First Name		Surname	
Organisation						
Address 1						
Address 2						
Town/County/Postcode						
Email address				Mobile/Phone		
DATE OF USE						
First date Required						
Last date Required						

Terms of Use

By submitting this form, I understand and agree to the following:

1. Proof of address is required. Please send it to clerks@sandowntowncouncil.gov.uk together with this form.
2. The facility can be accessed between 8 a.m. and 6 p.m.
3. Access to the facility is via a coded lock. A code will be issued for the required period.
4. The code must not be shared with unrelated parties (i.e. those not in your party) or members of the public.
5. Users must ensure that the door closes behind them to avoid misuse by non-registered users.
6. Report any issues with the facility as soon as possible (01983 408287 or 07510574977).
7. I consent to my details being retained in accordance with GDPR/Data Protection Act and Town Council policies. Full details can be found on the www.sandowntowncouncil.gov.uk
8. Please contact Sandown Town Council 48 hours prior to booking / to allow shutter to be open, cleaning to be booked.ⁱ
9. When issued a code please place # after the code.

Signed **Date**

ⁱ Bookings are due to staff availability