

## Countryside Centre

Booking Form and Price List  
Meetings, Training, Conferences and Celebrations  
until the 31<sup>st</sup> March 2019

	Full Day (max 8 hours)*	Half Day (Max 4 hours)**
Kestrel Room	£200	£125
Wren Room	£175	£100
Both Rooms	£300	£175
Tea, Coffee & Biscuits	£2.55 per person	£1.80 per person
Buffet	£6.75 per person	
Social/evening bookings	Please contact us for details	

**All prices are exclusive of VAT**

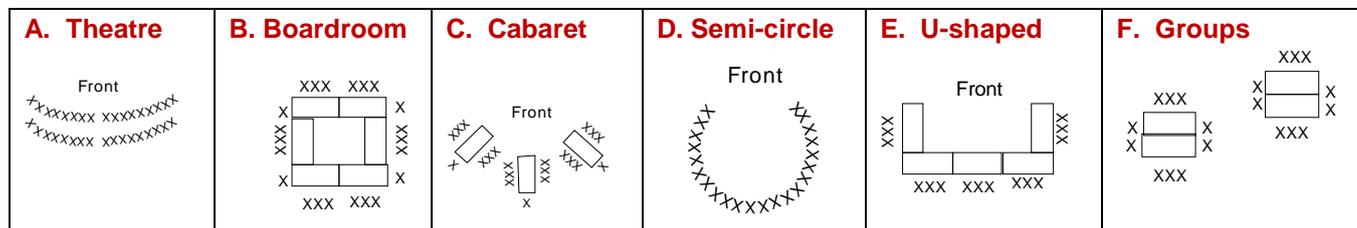
\* full day max 8 hours between 08:30 and 17:00

\*\* half day max 4 hours between 08:30 and 12:30 or between 13:00 and 17:00

If you have any queries or would like to discuss your booking requirements please telephone us on 01480 388666. *If you would like to see the Countryside Centre then please arrange a suitable time in advance for us to ensure the rooms are available for viewing.*

Please note cancellation charges may apply.

### Layout options:



We require your personal data to process your booking request

This is necessary for a contract or to take steps at your request prior to entering into a contract. We cannot process your request unless you provide this personal information. If you do not or if you refuse to allow us to share information we will not be able to carry out the service for you and cannot be held responsible for any consequences to you of it not being carried out. We may automate decisions and will inform you if we have done this as soon as reasonably practicable and provide you with access to our Data Protection Policy.

You hold the following rights with regard to the personal data you provide us:

Right to Access – You have the right to access (receive a copy) of your personal data and supplementary information.

Right to Rectification – You have the right to have any inaccurate or incomplete personal data rectified.

Right to Erasure – You have the right to request the erasure of your personal data so long as it's processing is no longer necessary for the purposes for which it was obtained or unlawfully obtained (non-exhaustive) or the information is required for a legal obligation or if it is needed to defend a legal claim.

Right to Data Portability - You have the right to request your personal data which you have provided to us to be supplied in a 'structured, commonly used and machine readable format (e.g. CSV). You may request that this information is supplied directly to another data controller on your behalf.

We only keep your information as long as necessary, for some items this will be dictated by law. You can find out more by looking at the Councils Retention Policy on the web site.

We do not routinely process any information about you outside the UK. We will not transfer your personal data outside of the EU.

Huntingdonshire District Council is a registered Data Controller with the Information Commissioners Office.

You can find out more about how we handle your data by visiting the Councils Privacy Notice page on the web site. If you have a query regarding your rights please contact the Data Protection Officer who can be contacted by emailing [infogov@3csharingservices.org](mailto:infogov@3csharingservices.org) or you can write to the Council and mark your letter for the attention of the Data Protection Officer. Alternatively you can call 07864 604221 or 01954 713318.

You have the right to lodge a complaint with the Information Commissioners Office (ICO) should you believe any part of this statement to be unlawful.

Click on the grey sections below to fill in your details.

Date of visit:	Total No. of people:	No. of presenters:
Contact name for booking (Dr, Miss, Mrs, Mr):		
Facilitator/person in charge on the day:		
Title of event:		
Organisation/Group:		
Address:		
Postcode:	Tel:	Fax:
E-mail:		
Order number/Cost code (if applicable):		

**Time Schedule** - Please ensure you allow adequate time for setting up and clearing away as access to the rooms may not be available before the time you book.

Full Day (max 8 hrs between 8:30-17:00) <input type="checkbox"/>	Half Day (max 4 hrs between 8:30-12:30 or 13:00-17:00) <input type="checkbox"/>		
Arrival:	Event start:	Event finish:	Depart:

<b>Room</b>	<b>Choose layout A, B, C, D, E or F from options on the front of this form</b>	
<input type="checkbox"/> Kestrel Room Layout	<input type="checkbox"/> Wren Room Layout	<input type="checkbox"/> Both Rooms Layout

<b>Refreshments</b>		
<input type="checkbox"/> <b>Arrival</b> tea/coffee to be served at _____	for _____	people
<input type="checkbox"/> <b>Morning</b> tea/coffee to be served at _____	for _____	people
<input type="checkbox"/> <b>Lunchtime</b> tea/coffee to be served at _____	for _____	people
<input type="checkbox"/> <b>Afternoon</b> tea/coffee to be served at _____	for _____	people

<input type="checkbox"/> <b>Buffet Lunch</b> to be served at _____	for _____	people
Please let us know any special dietary requirements at least 2 weeks in advance.		

<b>Equipment required</b>	
<input type="checkbox"/> Flipchart & pens - Number required _____	_____
We will lay out a stand, screen & extension lead for your own presentation equipment. <b>Please note - we do not have a DPU or laptop for hire.</b>	

<b>Other requirements</b> please use a separate sheet if necessary
Sign: _____ Date: _____

Please email your completed form to [hinchingsbrookecountrypark@huntingdonshire.gov.uk](mailto:hinchingsbrookecountrypark@huntingdonshire.gov.uk)  
 Alternatively fax to 01480 451568 or post to: Hinchingsbrooke Country Park, Brampton Road  
 Huntingdon, Cambridgeshire, PE29 6DB.

**For office use:**

Id number: _____	Buffet confirmed with _____ on _____		
Received: _____	Confirmed in diary: _____	Confirmation sent: _____	Car park pass sent: _____