



Initial Hire Enquiry Form

This form records an enquiry only. A booking is not confirmed until the Centre issues and accepts a Hire Agreement and receives the required payment.

DRAFT FOR REVIEW — 31 JULY 2026

1. Your details

Full name	
Organisation (if any)	
Address	
Postcode	
Email	
Telephone	
Preferred contact	☐ Email ☐ Telephone

2. Proposed hire

Date(s)	
Access / set-up time	
Event start and finish	Start: Finish:

Room requested	☐ Large Hall ☐ Small Hall ☐ Kitchen ☐ Other
Purpose / activity	
Expected attendance	Standing: Seated:
Age range	
Public or private event	☐ Public ☐ Private / invitation only
Admission / tickets	☐ Free ☐ Paid ☐ Donations

3. Facilities and activities

- Catering: ☐ None ☐ Centre kitchen ☐ External caterer
- Alcohol: ☐ None ☐ Free supply ☐ Sale / included in ticket price
- Entertainment: ☐ None ☐ Live music ☐ Recorded music / DJ ☐ Dance ☐ Film ☐ Performance
- Equipment: ☐ PA / amplified sound ☐ Projector ☐ Stage ☐ Other: _____
- Children or adults at risk attending: ☐ No ☐ Yes — provide safeguarding details if requested
- Accessibility or other reasonable adjustment requested:

4. Centre use

Enquiry reference	
Capacity / layout checked	☐ Yes ☐ No
Licensing review required	☐ Yes ☐ No
Quoted Hire Charge	£
Refundable Deposit	£200
Provisional hold expires	

Officer in Charge	
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Privacy notice — venue enquiries and bookings

Who controls your information: St Jude NTCG, acting through its business and venue-hire arm St Jude Centre, is the data controller. Contact: stjudecentre@gmail.com, St Jude Centre, St George's Road, London SE1 6EZ, telephone 020 7928 0606.

What we collect: The contact, organisation, booking, payment, access, licensing and safety information you provide; correspondence about the booking; and, where relevant, incident or safeguarding information. Please do not provide unnecessary health, criminal-record or other sensitive information on this form.

Why and lawful basis: We use the information to respond to your enquiry, assess suitability and availability, prepare and administer a hire agreement, take payment, manage safety and security, meet legal and licensing duties, deal with complaints or claims and protect the Centre. The principal bases are steps at your request before entering a contract, performance of a contract, compliance with legal obligations and the Centre's legitimate interests in safe and effective venue management. We will use consent where the law requires it.

Sharing: We share information only where necessary with authorised Centre and church personnel, payment and IT service providers, professional advisers, insurers, contractors, licensing or safeguarding authorities, emergency services and law-enforcement bodies. We do not sell personal information.

Retention: Unsuccessful or abandoned enquiries are normally retained for up to 12 months after the last contact. Hire agreements, invoices and routine booking records are normally retained for 7 years after the booking or regular arrangement ends. Incident, safeguarding, insurance or legal records may be retained longer where reasonably required by law, a retention policy or an actual or anticipated claim.

Your rights: Subject to applicable law, you may request access, correction, erasure or restriction, object to processing based on legitimate interests, or ask for relevant information to be transferred. You may complain to the Information Commissioner's Office at ico.org.uk. Contact the Centre first if you would like us to address a concern.

5. Declaration

I confirm that the information in this enquiry is accurate and that I am at least 21 years old. I understand that this is not a confirmed booking.

Signature	_____ Date: _____
Print name	