**Shakespeare Park Sports Pavilion**

**Avon Road, Braunstone Town,**

**Leicester, LE3 3AB**

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**BOND DEPOSIT RETURN FORM**

Please indicate which method you require to receive your refundable deposit.

**YOUR REFUNDABLE DEPOSIT WILL BE ISSUED ONLY IN THE NAME OF THE HIRER\***

Your refundable deposit shall be returned approximately 3 weeks after your event if all is satisfactory.

If you have not received your payment by that time, please contact us.

**DATA PROTECTION:**

By hiring our facilities, you agree to Shakespeare Park Sports Pavilion Management Association and Braunstone Town Council who act as agents on their behalf collecting and processing your personal data to enable us to deal with your booking and any other related service request. A copy of the Council’s Data Protection Policy and our General Privacy Notice, which set out more information about the Council's lawful basis for collecting, processing and retaining personal data, are available from Reception or the Council’s website.

# BANK TRANSFER

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name  (Hirer and account name) \* | t |  | | | |
| Address of hirer |  |  | | | |
|  | Post Code | | |  |
| Bank Name\* |  | | | |
| Bank Account Address |  | | | |
|  | Post Code | | |  |
| Bank Account Number\* |  |  | | | |
| Sort Code\* |  | - - | | | |
| Signature\* |  | |  | |

**CHEQUE**

|  |  |  |
| --- | --- | --- |
| Name of hirer\* |  |  |
| Address of hirer | \* |  |
| Signature\* |  | |

**OFFICE USE ONLY**

|  |  |
| --- | --- |
| Booking Confirmation Number |  |
| Date of Booking |  |
| Form to be attached to customers booking details when put through to Finance Department | |

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