**Village Hall & Community Buildings Advisory Service Subscription Application Form**

**Please complete ALL of the following sections:**

1. **Village Hall or Community Building Details**

PLEASE COMPLETE DETAILS IN BLOCK CAPITALS

|  |  |
| --- | --- |
| Name of Village Hall/Community Building |  |
| Postal Address |  |
| Post Code |  |
| Email address *(****only*** *if non-personalised e.g. ambridgevillagehall@ambridge.co.uk)* |  |
| Telephone Number *(****only*** *if non-personalised)* |  |
| Website address |  |
| Please indicate whether you would like us to include a link to your website on our website. | Yes 🞎 No 🞎 |

**All named individuals listed in tables B & C will receive the following:**

* Access to advice associated with the subscription.
* Information associated with Village Hall workshops and events.
* Be issued with the password for the user area on the AirS website.
* Receive a monthly AirS bulletin and quarterly AirS newsletter.

Under GDPR rules **they** must sign this form in order to indicate their consent to the provision of this information for this purpose. Consent may be withdrawn at any time by contacting us.

**Contact Details For Finance/Invoicing**

PLEASE COMPLETE DETAILS IN BLOCK CAPITALS

|  |  |
| --- | --- |
| Forename |  |
| Surname |  |
| Role or Position (e.g. Treasurer) |  |
| Contact Address (including Post Code) |  |
| Email address |  |
| Contact Phone Number |  |

|  |  |
| --- | --- |
| Signature (required) |  |
| Date |  |

**C. Contact Details for Management Committee**

PLEASE COMPLETE DETAILS IN BLOCK CAPITALS

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Email address | Signature (required) | Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**D. Publicity for your hall**

As part of the subscription offer, AirS can publicise your hall free of charge **twice** during the year on social media, our website and newsletter. If you would like us to do this please tick yes or no:

Yes 🞎 No 🞎

You can send us event details during the year for promotion subject to provision of adequate lead times.

If you already have any events or anniversaries planned then please fill the details in the box below:

|  |
| --- |
|  |

**E. On line Forum**

If you would like to sign up to the new online forum in order to benefit from peer-to-peer support and network with colleagues then please indicate by ticking one of these boxes Yes 🞎 No 🞎

**Please note:**

* We will retain personal details in accordance with GDPR legislation. This will be used to administer the subscription and its renewal, the provision of a newsletter and information related to our events and services.
* Provision of personal information should only be undertaken in accordance with the Data protection statement (see above) and with the knowledge and full consent of all of the individual(s) identified. Consent may be withdrawn at any time by contacting us.
* The contact information provided on this form will supersede and replace any contact information which we hold related to this village hall or community building and its key contacts.
* If you wish to find out more about how we use your Personal Data or check whether the data we hold is up to date please contact villagehalls@ruralsussex.org.uk

Annual subscription fee is **£144** (including VAT). Please select your preferred payment method:

**BACS Payment** 🞎

To make a payment via BACS, please use the following details:

Sussex Rural Community Council

CAF Bank

Account Number: 00019693

Sort Code: 40-52-40

Reference: Please include the full name of the applicant (as identified above) when making any payment via BACS

**Cheque** 🞎

Please make all cheques payable to ‘Action in rural Sussex’ and return them along with this application form using the contact details below.

**N.B. No services or access *to resources will be provided until payment and a complete application form is received***

Please retain a copy of this form for your records