

<u>Conference or Event Booking Form</u>					
PLEASE COMPLETE ALL DETAILS, SIGN AND RETURN ONE FORM TO: Sarah Craig, Askham Bryan College, Askham Bryan, York, YO23 3FR					
Tel: 01904 772319 Fax: 01904 772288 email: sarah.craig@askham-bryan.ac.uk					
Date of Event					
Event Name					
Organisation					
Contact					
Invoice Address					
Telephone				Email	
Rates				Unit Price	Quantity
Room Hire					
Catering	Items		Serving Times		
AV Equipment					
Details					
Access Time		Start Time		Finish Time	
Room Layout					
Expected Numbers					
Dietary Requirements					
Contact on the Day					
Other					
<u>Confirmation & Invoicing</u>					
Final details required by:		Ten days prior			
Purchase Order:					

Privacy Statement

Askham Bryan College is required under the General Data Protection Regulation (“GDPR”) to provide you with details of why we collect your personal data, what we do with it, who we share it with and how long we intend to keep it.

The data you provide will be stored and processed by the College to support your booking. By signing this document, you agree to the College processing your personal data in this way.

The College holds personal data in accordance with the College data retention policy which is available at <https://www.askham-bryan.ac.uk/the-college/college-policies> . All data will remain at all times within the UK and European Economic Area (“EEA”).

You can withdraw your consent for processing at any time (though this may have consequences for your booking).

Concerns can be reported to the College Data Protection Officer (judith.clapham@askham-bryan.ac.uk) and complaints made to the ICO <https://ico.org.uk/concerns/> .

Protecting the College Community

As part of our safeguarding and health and safety procedures, we ask that all Visitors and Contractors read the Colleges Commitment to Safety Statement included with this form.

Safeguarding

- On arrival please report to the Reception and sign in.
- The College takes its commitment to safeguarding very seriously.
- Do not have any physical contact with our learners.
- Do not exchange any personal contact details with our learners.
- Do not take images of students or the campus unless authorised to do so.
- All visitors must remain within the identified areas associated to the facilities being hired and are not permitted to wander around site. Visitors Lanyards must be worn when outside of the Conference Centre.
- All cars must enter be parked in designated visitor car park located on site.

Health & Safety

- Please be aware that vehicles, especially farm machinery, will be moving around campus, so visitors must be vigilant at all times. There is a speed limit of 10 mph.
- In the event of a fire, please follow the instructions of the on Duty Member of Staff.
- The campus is non-smoking please stick to the designated smoking areas if you wish to smoke (including e-cigarettes) – Closest point is at the side of the Conference Centre.
- Please ensure that any accidents or incidents are reported to the on Duty Staff Member.

Please help our College stay safe and support us in upholding our Safeguarding and Health and Safety Policies

OUR COMMITMENT TO YOUR SAFETY

Within the Askham Bryan College Group, all our learners, staff, partners and visitors have a right to feel and to be safe at all times. We aspire for both Askham Bryan and Newton Rigg College to be places where our learners can thrive and achieve their goals.

IF AT ANY TIME DURING YOUR VISIT TO OUR COLLEGE YOU BECOME CONCERNED ABOUT THE SAFETY AND WELFARE OF SOMEONE ELSE, PLEASE ASK AT OUR RECEPTION DESK TO SPEAK TO ONE OF OUR SAFEGUARDING TEAM WHO WILL RESPOND AS A MATTER OF PRIORITY.

I have read and understood the above Terms and Conditions, College Commitment to Safety Statement and Privacy Statement

Name:

Signed:

Date: