



**CHESHIRE
COMMUNITY
ACTION**

**MEMBERSHIP FORM
COMMUNITY BUILDINGS
2024-25**

To join for the year ending 30th June 2025, please complete the details below and return via email to: chris.davenport@cheshireaction.org.uk or post to: Chris Davenport, Cheshire Community Action, Queens House Annexe, Queens Road, Chester, CH1 3BQ

Community building name:			
Main contact name:			
Position:			
Booking contact name (if different):			
Address:			
Post code:			
Contact telephone number:			
Bookings telephone number (if different from above):			
Contact email:			
Bookings email (if different from above):			
Website:			
Preferred correspondence (please put a X in one of the boxes):	Email:		Post:
Do you have social media, if so please specify which (i.e. Facebook, Twitter, Instagram):			
Overview of venue (see example below, no more than 100 words):			
<i>Meeting rooms at xxxxxxxx are available for hire to businesses, community groups and individuals. This versatile, purpose built, village / city centre venue with x number of easily accessible first floor rooms accommodates from x to x number of people in different layouts to suit a multitude of activities and events.</i>			
Capacity of all rooms:	Room name or number:	Capacity:	

Number of parking spaces (approx.):			
Please specify which facilities are available:		Included in booking fee	Available for hire
	Fully equipped kitchen		
	Bar (licensed)		
	Bar (unlicensed)		
	Stage		
	Disabled access and facilities	N/A	N/A
	Baby-changing facilities	N/A	N/A
	Tables and chairs		
	PA system		
	Hearing aid loop	N/A	N/A
	WiFi		
	Other (please specify):		

HOW TO PAY

- Please make **Cheques** payable to **Cheshire Community Action**.
- To set up a **Standing Order** please complete the standing order form attached, then return one to your bank and one to us with this form.
- To pay by **Bank Transfer** to **Cheshire Community Council trading as Cheshire Community Action**, please use **account no: 50010626, Sort Code: 20-20-46** and **quote your community building name for reference**.

DATA PROTECTION

In order to register you as a member we need to ask you to complete the information below. We will store your personal data including sensitive data in line with the General Data Protection Regulations 2018. Please tick the following:

Yes I agree for my data to be held by Cheshire Community Action for communication purposes

No I don't agree for my data to be held by Cheshire Community Action for communication purposes

We will document your consent electronically and securely retain this form at our offices in Chester until you withdraw from the network. We will never share your information with any third parties unless we have your explicit consent. We will only store your data for the purposes of running the Community Buildings Network for the term of the membership period or until you withdraw your consent.

Withdrawing of consent: You can easily withdraw your consent by emailing Chris Davenport: chris.davenport@cheshireaction.org.uk

STANDING ORDER FORM – BANK COPY

Instructions to your bank or building society—please forward this copy **directly** to your bank

Account Name	Enter your bank account name
Account Number	Enter your bank account number
Sort Code	Enter your bank sort code
Payee Account Name	Cheshire Community Action
Payee Bank	Barclays
Branch	30 St Werburgh Street, Chester, CH1 2DY
Payee Account	50010626
Payee Sort Code	20-20-46
Reference	Enter your community building's name

Amount	£50.00 for building only members, £40.00 if your Parish or Town Council also joins, or 100.00 if including the photo service.
Date of first payment	
Date of final payment	
Number of payments	
Continue annual payments until cancelled	If you mark an X in this box your subscription will be renewed annually

Signature	
2 nd Signature (if required)	
Date	