

Fairfield Enterprise Centre

Hot Desk Booking Form

Hot Desk / Booth Required

Hot Desk	Booth
Time from:..... To:.....	Time from:..... To:.....

Date required:

Business name:

Contact name:

Address:

Invoice address (if different):

Contact Email:

Contact number:

Booked by:

I would like to book the above hot desk/booth and authorise that all charges relating to this booking should be charged to the address noted above. I/We accept that I/We will be held liable for the cost of any damages incurred to the hot desk/booth, furnishing or equipment during this booking. I have read the terms and conditions and privacy notice overleaf.

Signature:

Date:

Fairfield Enterprise Centre, Lincoln Way, Fairfield Industrial Estate, Louth, Lincolnshire LN11 0LS

T: 01507 617777 | E: fec@e-lindsey.gov.uk

Our partners



Data Protection Privacy Notice

East Lindsey District Council is a Data Controller and you can contact us at:

The Hub, Mareham Road, Horncastle, Lincolnshire LN9 6PH.

Tel: 01507 601111.

The Data Protection Officer can be contacted on 01507 613409 or DataProtection@e-lindsey.gov.uk.

We are collecting your personal data under a contractual obligation as you have applied to use our hot desk facilities.

Your personal data will not be shared with third parties, however, it may be used for Council purposes in order to prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation.

Your personal data will be stored for one year in line with our retention policy and then securely destroyed.

You have the right to access the data we process about you and you should contact the Data Protection Officer to exercise this right. You also have the right to ask for your data to be corrected, erased, restricted or made portable in certain circumstances. Please contact The Business Centre Supervisor on 01507 617779.

If you are not satisfied with our processing then you can complain to the Data Protection Officer in the first instance or if the matter is not resolved, the Information Commissioner's Office at:

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Tel: 0303 123 1113.

We cannot confirm your booking unless you complete the form in full. Failure to do so will mean that we will not allow you to use our hot desk facilities.

For full details of our Privacy Policy please visit our website.

Hot Desk Terms and Conditions

Reservations

To enquire about hot desk availability please contact the Business Centre Reception and speak to a Receptionist. Bookings are not deemed as confirmed until a booking form is received.

Venue

The Business Centre is open 9.00am – 5.00pm.

Prices

Hot Desks - £5 per hour

Meeting Booth £7 per hour
(seats 4 people)

All prices are subject to VAT

Invoicing and Payment

Invoices will be raised within 7 days of the booking taking place.

Payments due within 7 days.

Cancellation

Please note 48 hours notice is required for all cancellations otherwise the full hire fee will be charged.

Additional Charges

Please note that if any bookings run over the agreed time an additional fee will be charged.

- Wi-fi is included during your booking.
- Each hot desk / booth has access to a plug socket and USB port.

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