



ADD A HALL/MEETING PLACE TO THE COMMUNITY INFORMATION NETWORK (COIN)

The **Community Information Network (COIN)** is a database of local information which can be accessed on the internet and in all Milton Keynes libraries. This is a free service provided by Milton Keynes Library Service to local halls and meeting places. To add an entry please complete this form and send it to us.

All fields marked with an asterix * must be completed to enable your entry to be added to the database.

1. HALL/MEETING PLACE DETAILS

Name of Hall/ Meeting Place*:	
Venue Address*:	
Postcode:	
Venue Telephone Number:	
Website Address:	
Description*:	
Web Address:	

2. MAIN CONTACT DETAILS

All correspondence from the Library Service will be sent to the main contact. The entry for your group **MUST** have a published telephone number where your group may be contacted by members of the public.

Position: (Chair, Secretary, etc)	
Title*: (Mr, Mrs, etc)	
Forename*:	
Surname*:	

House Number/Name*:	
Street*:	
District:	
Town*:	
County:	
Postcode*:	
Email address:	
Telephone number*:	
Mobile number:	
Fax Number:	

Please select the fields you want publically available*:

Name		Position		Fax	
Address		Mobile		Email	

3. SECOND CONTACT DETAILS – if required

All correspondence from the Library Service will be sent to the main contact. The entry for your group MUST have a published telephone number where your group may be contacted by members of the public.

Position: (Chair, Secretary, etc)	
Title*: (Mr, Mrs, etc)	
Forename*:	
Surname*:	
House Number/Name*:	
Street*:	
District:	
Town*:	
County:	
Postcode*:	
Email address:	
Telephone number*:	
Mobile number:	
Fax Number:	

Please select the fields you want publically available*:

Name		Position		Fax	
Address		Mobile		Email	

4. FACILITIES

Seating Capacity	
Dancing Capacity	
Parking	
Hire Charges	
Booking Office	
Facilities Available:	Tick box:
Kitchen	
Toilets	
Catering Available	

Self Catering	
Tables Available	
Chairs Available	
Bar	
Entertainment Licence	
Internet	
Overhead Projector	
Multi-media Projector	

Does office/venue have access for people with a disability?	Yes		No	
Does office/venue have accessible toilet for people with a disability?	Yes		No	
Month of AGM: (if applicable)				
Registered Charity Number: (if applicable)				
Member of MK Council of Voluntary Organisations: (if applicable)	Yes		No	

5 DECLARATION AND SUBMISSION

Any personal data entered on this form will be held on Milton Keynes Library Service's Community Information Network database (COIN). This information will be made available to the public via the internet at <http://www.milton-keynes.gov.uk/coin> and may be made available in printed form.

Under the terms of the Data Protection Act, if you supply contact details for any additional individual other than your own, **it is your responsibility to obtain their permission and to tell them that their personal contact details will be made available to the public via the internet at <http://www.milton-keynes.gov.uk/coin> and may be made available in printed form.**

By signing this form you are agreeing to these terms and conditions.

The Data Protection Act

In order to provide this service, we need to record your details which you have the right to see and check. We will proceed and safeguard your details in accordance with the Data Protection Act. Information may be used in connection with the prevention and detection of crime and fraud.

Completed application forms should be sent to:

**Reference Librarian (Community Information)
Milton Keynes Reference Library
555 Silbury Boulevard
Central Milton Keynes
MK9 3ES**

If you wish to discuss your entry please contact the Reference Librarian (Community Information) at Milton Keynes Reference Library on 01908 254051 or email cic@milton-keynes.gov.uk

Signature:	Date:
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