



Customer Details Test and Protect

We need every person who enters the Vine Conference Centre to fill in an Attendee Registration form every time they use the building. Your personal details will be permanently deleted after 21 days.

Here's a copy of our [Test and Protect Collection of Personal Data – Privacy Notice](#)

Date of Visit	Arrival Time	Departure Time

Lead Customer:

If there is more than one person, then you can record the name of the 'lead member' of the group and the number of the people in the group.

Name	Phone Number	No. of People in Party

Party Detail

A contact phone number for each customer/visitor, or for the lead member of a group of people

Name	Phone Number

Staff member name:

If a customer will interact with only one member of staff during their time on the premises the name of the assigned staff member should be recorded here – if they interact with more than one staff member, please keep this blank.

vine CONFERENCE CENTRE



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