



Ross-on-Wye Town Council

Corn Exchange Application Form

Please complete the attached form and return it to the above address.

Important information.

- There are two meeting rooms which can be hired. The Council Chamber seats a maximum of 24 and the Mayor’s Parlour seats up to 6.
- The rooms are available to organisations on application to the Ross-on-Wye Town Council.
- Rooms are not normally available after 1.00pm or at weekends unless a councillor is in attendance.
- Applicants must complete the form below and return it to the Lettings Officer at the above address with the appropriate fee (cheques to be made payable to “Ross-on-Wye Town Council”)
- Applicants must agree to the letting conditions enclosed.

Date required	Time (including setting up and removal)	Start End	Actual time of event	Start End	
Contact Name		Name of Organisation			
Email Address		Telephone No. Mobile No.			
Postal Address					
Are you applying as (please circle as appropriate)	An individual or Individuals	A limited company	A recognised club or Society	A charity	Other (what)
Which room would you like? (please circle as appropriate)	Council Chamber	Mayor’s Parlour	How many people do you expect?		
Purpose for which room is to be used (please circle as appropriate)	Meeting	Reception	Exhibition	Other (please describe)	
Will you be providing any sort of refreshment?	If yes, please specify				
Any further information relevant to this application					

Privacy Notice for Booking the Corn Exchange

Ross-on-Wye Town Council is the Data Controller under the new data protection law and will use the information you provide on this form in order to contact you about your application to book a meeting room in the Corn Exchange.

The legal basis for processing this data is to enable the Council to process the contract. If you include any personal details on this grant request on behalf of an organisation or group, the legal basis for processing this data is your consent to do so. You can withdraw your consent at any time by notifying us. Our contact details to do so, or for any other queries, is The Corn Exchange, High Street, Ross-on-Wye, HR9 5HL.

We will keep your data for six years plus the current financial year, which runs from 1st April to 31st March. Your information will not be shared further.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website at <http://www.rosstc-herefordshire.gov.uk/>

Please confirm your consent below. You can grant consent to any or all of the purposes listed. You can withdraw or change your consent at any time.

- We may contact you to keep you informed about what is going on in the Council's area including news, events, meetings and activities. These communications may also sometimes appear on our website, or in printed or electronic form including social media.
- We may use your name and photo in our newsletters, or on our website, or our Facebook page.

KEEPING IN TOUCH

- Yes please, I would like to receive communications by email.
- Yes please, I would like to receive communications by telephone.
- Yes please, I would like to receive communications by mobile phone including text message.
- Yes please, I would like to receive communications by social media including Facebook.
- Yes please, I would like to receive communications by post.

Office use—Please leave blank					