



Ross-on-Wye Town Council

CAROLINE SYMONDS GARDENS AND BANDSTAND HIRE FORM

1. APPLICANT

Name of Organiser:

Organisation:

Address:

..... Post code

Telephone No. (Home): (Mobile):

Email address:.....

Name of contact person on the day (if different from above).....

Mobile number of contact person on the day (if different from above)

EVENT

Type (eg. Concert, picnic, fete):

Details of Event:

.....

.....

Operative Dates:-

(a) Arrival on site:

(b) Dates of Event – From: To:

(c) Times of Event – From:am/pm To:am/pm

(d) Vacation of Site:

(e) Number of people expected to attend:

2. BANDSTAND

Will you be using the bandstand? Yes / no

Do you require use of the electrical supply in the bandstand? Yes / no

3. LICENSES

Have you checked what licenses you require? Yes / no

Have you made the necessary applications to Herefordshire Council? Yes / no

4. OTHER REQUIREMENTS

Do you wish to bring any vehicles on to the site? Yes / no

If yes, please state what they are and how many there will be?
You will be advised whether or not this is permissible.

.....

Will you bring any other equipment to the site (e.g. marquee, bouncy castle) and if so, what?

.....

6. DECLARATION

I am over 18 years of age.

I hereby agree to be bound by the Caroline Symonds Gardens and Bandstand Hire Policy.

Signed: (Organiser)

Name: Dated:

Please return completed form, together with the completed Privacy Notice form, the fee and deposit, and a copy of your Public Liability Insurance to the Town Clerk, Ross-on-Wye Town Council, The Corn Exchange, High Street, Ross-on-Wye, HR9 5HL Phone: 01989 56237 email: admin@rosstc-herefordshire.gov.uk

For Office Use
Authorised by:
Date:

Copy of Public Liability Insurance Received:
Deposit Cheque Received:
Payment Received:

Privacy Notice for Special Events Agreement

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 hold a special event.

The legal basis for processing this data is to enable the Council to process the contract. If you include any personal details on this application 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/>

Privacy Notice continued

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.