CALLINGTON TOWN COUNCIL

Town Clerk, Town Hall, New Road, Callington, Cornwall, PL17 7BD

☎ 01579 384039
07960 561 071
e-mail:
clerk@callington-tc.gov.uk
Web site:
www.callington-tc.gov.uk
VAT Registration No.
802 9724 31

BOOKING FORM
SALTASH RECREATION FIELD

PLEASE MAKE ARRANGEMENTS FOR OBTAINING KEYS FOR THE GATE AND SERVICES WITH THE TOWN CLERK'S OFFICE PRIOR TO THE EVENT

Charitable events run by voluntary organisations may usually use the above field free of cost. This is subject to the approval of the Council to this application. Application must be made at least two months before the event.

All other users will be charged at **£60.00** per day. An invoice will be submitted after the event for the above services.

CONDITIONS FOR USE

After use the field must be cleared of all litter, failure to do this will result in the Council clearing the refuse and the hirer being invoiced.

Dogs are **NOT** permitted on the field as it is a children's recreation area – this must be policed by you.

Any damage of any kind to the grass, plants, fixtures or fittings must be fully repaired at your own cost.

A copy of a Public Liability Insurance, Risk Assessments and Method Statements must be included with this form.

Name of organisation		
Contact Name		
Address		
Telephone Number		
Email address		
Date of event	Start date:	Start time:
Clear up complete by	Date:	Time:

Nature of event		
Water required?	YES	NO
Electricity required?	YES	NO

Signed: ……. Dated: …….

Privacy Notice for Booking the Saltash Recreation Ground

Callington 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 the Saltash Recreation Ground.

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 Town Hall, New Road, Callington PL17 7BD.

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 https://callington-tc.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.