CALLINGTON TOWN COUNCIL

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BOOKING FORM
ST MARY'S SQUARE

Charitable events run by voluntary organisations may usually use St Mary's Square 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.

If it is a non-charitable event then this will be discussed by the Outside Services Committee and a fee agreed in-line with the Town Hall rates. An invoice will be submitted after the event.

CONDITIONS FOR USE

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

Any damage of any kind to the 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 attached to this form.

There is no water on this site.

Name of Organisation:	
Contact Person:	
Address:	
Telephone No:	
Email address:	
Date (s) of Event:	
Set up to start (date and time):	
Clear up complete by (date and time):	
Electricity required:	

Nature of Event

PLEASE CONTACT THE TOWN COUNCIL OFFICES PRIOR TO THE EVENT TO ARRANGE FOR THE ELECTRICITY TO BE TURNED ON

Privacy Notice for Booking St Mary's Square

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 St Mary's Square.

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.

x☐ 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.