

# Ross-on-Wye Town Council

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First Floor, The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Phone: 01989 562373

Email: [admin@rosstc-herefordshire.gov.uk](mailto:admin@rosstc-herefordshire.gov.uk)

## BANDSTAND BOOKING FORM

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

### **Important information.**

- The Bandstand is situated by the Caroline Symonds Gardens in Wye Street opposite the Riverside Inn.
- It is available to bands and organisations on application to the Ross Town Council. The Council may charge a deposit which will be refunded subject to the Bandstand being left undamaged, and in a clean and tidy state.
- Applicants must complete the enclosed form and return it to the Lettings Officer at the above address.
- Applicants must agree to the letting conditions enclosed.
- Where additional licences and / or insurances are required (e.g. Public Liability, Alcohol or Events Licences), copies of the certificates must be supplied before the event can take place.
- No electricity is supplied - should a user require electricity he or she is responsible for providing his or her own generator.
- Please note that the nearby toilets are closed in the evenings. Any application to have them open in the evening should be made directly to the Town Council, well in advance.
- The bandstand is kept locked when not in use - it is the responsibility of the user to contact the Town Council (either by email or telephone - weekdays 9.30am to 1.00pm) a few days before their booking to arrange for it to be unlocked.

### **Enclosure:**

Letting Conditions

Please complete both sides of this form and return it to the Town Clerk.

Date required		Time (including setting up and removal) Start                      End		Actual time of event Start                      End	
Contact Name			Name of Organisation/Band		
Email Address			Telephone No. Mobile No.		
Postal Address					
Are you applying as (please tick as appropriate)	An individual or individuals	A limited company	A recognised club or society	A charity	Other (what)
Purpose for which bandstand is to be used (please tick as appropriate)	Recorded music	Live music Amplified Yes / no	Plays	Exhibition	Other (please describe)
Details of any additional activities organised, e.g. stalls, catering outlets, bouncy castles					
Any further information relevant to this application					

I have read and agree to abide by the Lettings Conditions for the Bandstand.

Signed \_\_\_\_\_ Date \_\_\_\_\_

A copy your Public Liability Insurance Certificate will be required. You must ensure all other necessary licences, permissions and insurance are in place. Evidence may be required by the Town Clerk before final confirmation of the booking can be given.

Office use—Please leave blank					

## Privacy Notice for Booking the Bandstand

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 the Bandstand.

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 if your application is successful, and for six months if your application is turned down, plus the current financial year, which runs from 1<sup>st</sup> April to 31<sup>st</sup> 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.