

**Bridport Tourist Information Centre
Town Hall
Bucky-doo Square
01308 424901
asparks@bridport-tc.gov.uk**

Application for use of space on Bucky Doo Square
(Complete, delete, specify as required)

Contact Details

Date and Time required:.....

Name and Address of applicant:.....

Telephone/Mobile Number:.....

Email Address:.....

Name of Organisation:.....

Registered Charity / Voluntary body:.....

Purpose of event. Material being promoted/goods sold

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.....
.....
.....
.....

Please note vehicles are not allowed on the Square for events other than in exceptional circumstances and prior approval has been received, as per condition 11.

Insurance

It is the responsibility of the hirer to have their / its own Public Liability insurance. The Town Council will not be liable whatsoever for any situation that may arise as a result of any action by a hirer of the Square.

Licensing

The organisation will / will not be collecting money, or holding a sale of articles for the benefit of charity.

If money is being collected, it is the Applicant's responsibility to obtain a Collecting Licence. (see Terms and Conditions)

The organisation will / will not be performing music.

It is the Applicant's responsibility to comply with Performing Rights Legislation. (See Terms and Conditions)

Declaration

I hereby apply for the use of Bucky Doo Square, upon the Terms and Conditions I have received.

I undertake to comply with these conditions and the Council's licensing regulations.

I consent to the holding of the information provided in accordance with the hirers' privacy notice, which I have received.

I confirm that I am over the age of eighteen and that I will remove all organisational material and litter from the area of use.

Signed:..... Date:.....

Print name:.....

TERMS AND CONDITIONS OF USE OF SPACE ON BUCKY DOO SQUARE

1. Bucky Doo Square may be used by Charitable or Voluntary organisations for the promotion of their cause.
2. Bucky Doo Square may not be used by any political party or by any group promoting any amoral, offensive or other contentious issue.
3. The applicant must ensure that they are in receipt of a West Dorset District Council Collecting License, if money is being collected through sale of goods, collecting tins or in any other way.
4. Application for a Collecting Licence must be made to West Dorset District Council 28 days or more in advance of the date of intended use of the Square.
[Licensing Department, WDDC, South Walks House, South Walks Road, Dorchester DT1 1UZ 01305 838028](#)
licensing@westdorset-dc.gov.uk
5. The applicant must ensure that any musical performance complies to the relevant Performing Rights Legislation.
6. Three organisations are permitted to be on Bucky Doo Square at any one time. In the interest of Health and Safety, any musical band should take position at the top of the square and other organisations will be sited on allocated spaces below the sign post. No organisations are permitted below the monument.
7. The applicant shall remove all organisational matter and litter from the operating space.
8. The Council will not be responsible for any loss, damage or theft of personal property howsoever arising.
9. The Council reserves the right to refuse any application for the use of Bucky Doo Square.
10. Bridport Town Council reserves the right to recover any additional costs incurred by the Applicant's failure to comply with the Terms and Conditions of use of space on Bucky Doo Square.
11. Vehicles are not allowed on Bucky Doo Square unless they are essential for your event and prior approval is obtained from the Town Council. To obtain approval, you must provide overall dimensions along with a photo either with the application or by email to Bridport Tourist Information Centre on btic@bridport-tc.gov.uk

Hirers' Privacy Notice

When you hire a room/space, the information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information, send invoices and receipts relating to your hire agreement. Your personal information will not be shared with any third party without your prior consent.

When you contact us

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will not be shared or provided to any third party.

The Councils right to process information

General Data Protection Regulations Article 6 (1) (a) (b) & (e)

Processing is with the consent of the data subject or

Processing is necessary for compliance with a legal obligation or

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of the official authority vested in the controller.

Information Security

Bridport Town Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose it was collected for and only for as long as it is necessary. After which it will be deleted.

You may request the deletion of your data held By Bridport Town Council at any time.

Access to information

You have the right to request access to any information we have on you. You can do this by contacting Bridport Town Council on enquiries@bridport-tc.gov.uk.

Information Correction

If you believe that any information that we have about you is incorrect, you may contact us so that we can update your data in order to maintain accuracy. Please contact Bridport Town Council on enquiries@bridport-tc.gov.uk to do this.

Information Deletion

If you wish Bridport Town council to delete any data that we have on you, please contact enquiries@bridport-tc.gov.uk.

Right to object

If you believe that your data is not being processed for the purpose it has been collected for, you may object. Please contact the Town Clerk, Bridport Town Council enquiries@bridport-tc.gov.uk to object.

Rights related to automated decision making and profiling

Bridport Town Council does not use any form of automated decision making or profiling of individual personal data.

Complaints

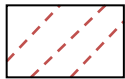
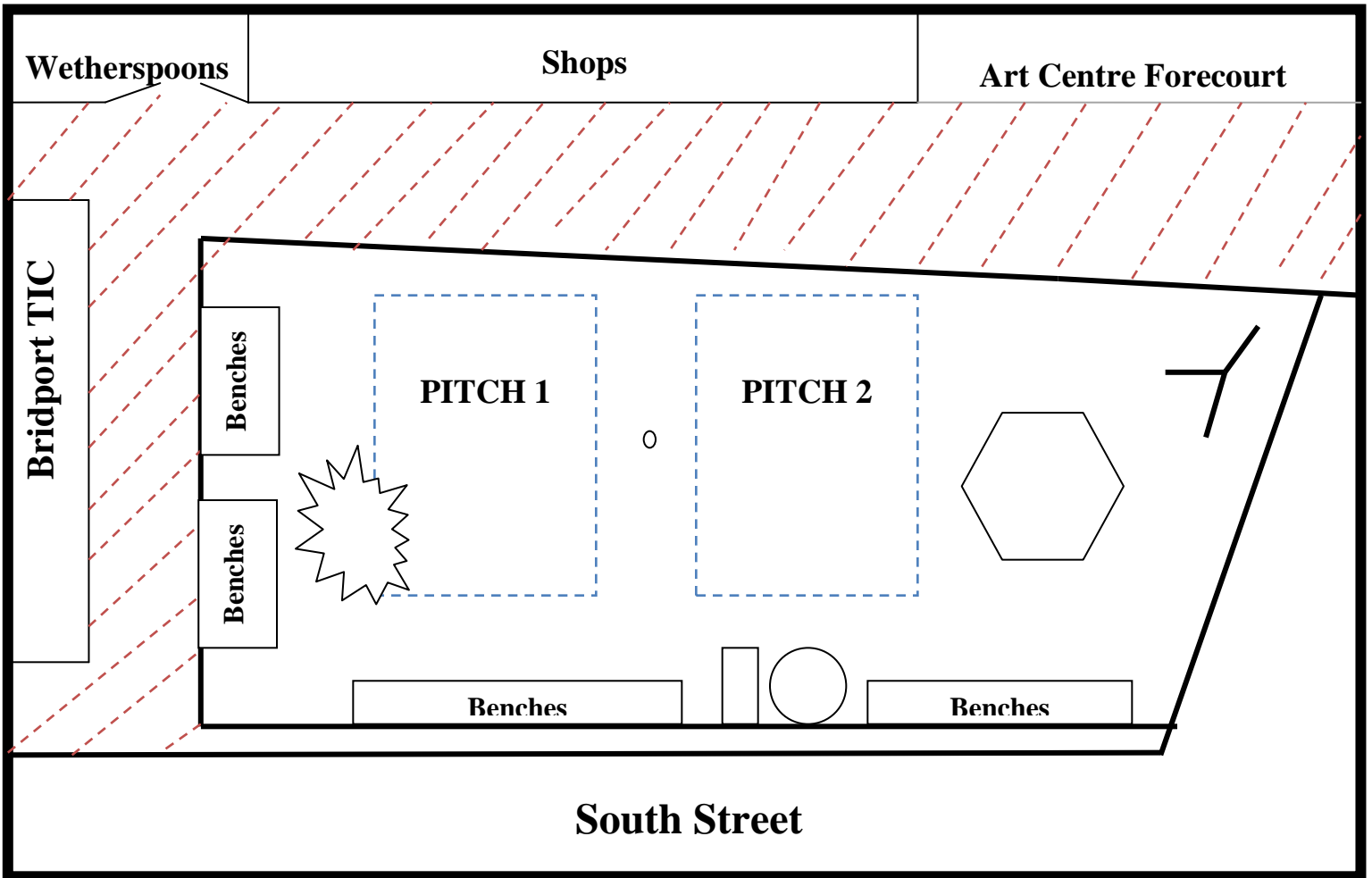
If you have a complaint regarding the way your personal data is processed you can make a complaint to the Town Clerk, Bridport Town Council enquiries@bridport-tc.gov.uk 01308 456722 or the Information Commissioners Office casework@ico.org.uk 0303 123 1113

Summary

In accordance with the law, Bridport Town Council can only collect a limited amount of information about you that is necessary for correspondence, information and service provision. Bridport Town Council do not use profiling, we do not sell or pass on data to third parties. Bridport Town Council do not use your data for purposes other than those specified. Bridport Town Council ensure your data is stored securely. Bridport Town Council delete all information deemed to be no longer necessary. Bridport Town Council constantly review our Privacy Policies to keep them up to date in protecting your data.

You may request a copy of our policies at any time.

Bucky-Doo Square



: Shaded Area must be clear AT ALL TIMES please.