

# BUCKY DOO SQUARE APPLICATION

PLEASE COMPLETE AND RETURN TO :

Bridport Tourist Information Centre

Bucky Doo Square

01308 424901

[asparks@bridport-tc.gov.uk](mailto:asparks@bridport-tc.gov.uk)

## TIME SLOT

<b>Date</b>	
AM (10-12.30)	
PM (1-3.30)	
All Day	

If you wish to book all day please be aware that it is subject to any current bookings on that day.

## CONTACT DETAILS

Name	
Address	
Contact Number	
Email	
Name of Organisation	
Registered Charity/Voluntary Body	

## MUSIC/CHARITY OR FUNDRAISING/INFORMATION (Delete as applicable)

Please detail below

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

## OTHER REQUIREMENTS

Chairs	
Electricity	
Tables	
Other	

If other please specify:

.....  
.....

**INSURANCE**

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

**Licensing**

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

**Office Use Only**

Booking Approved: Yes/No

Filed Under:

Signed:

## 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](mailto: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](mailto: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](mailto: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](mailto: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](mailto:enquiries@bridport-tc.gov.uk) 01308 456722 or the Information Commissioners Office [casework@ico.org.uk](mailto: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.

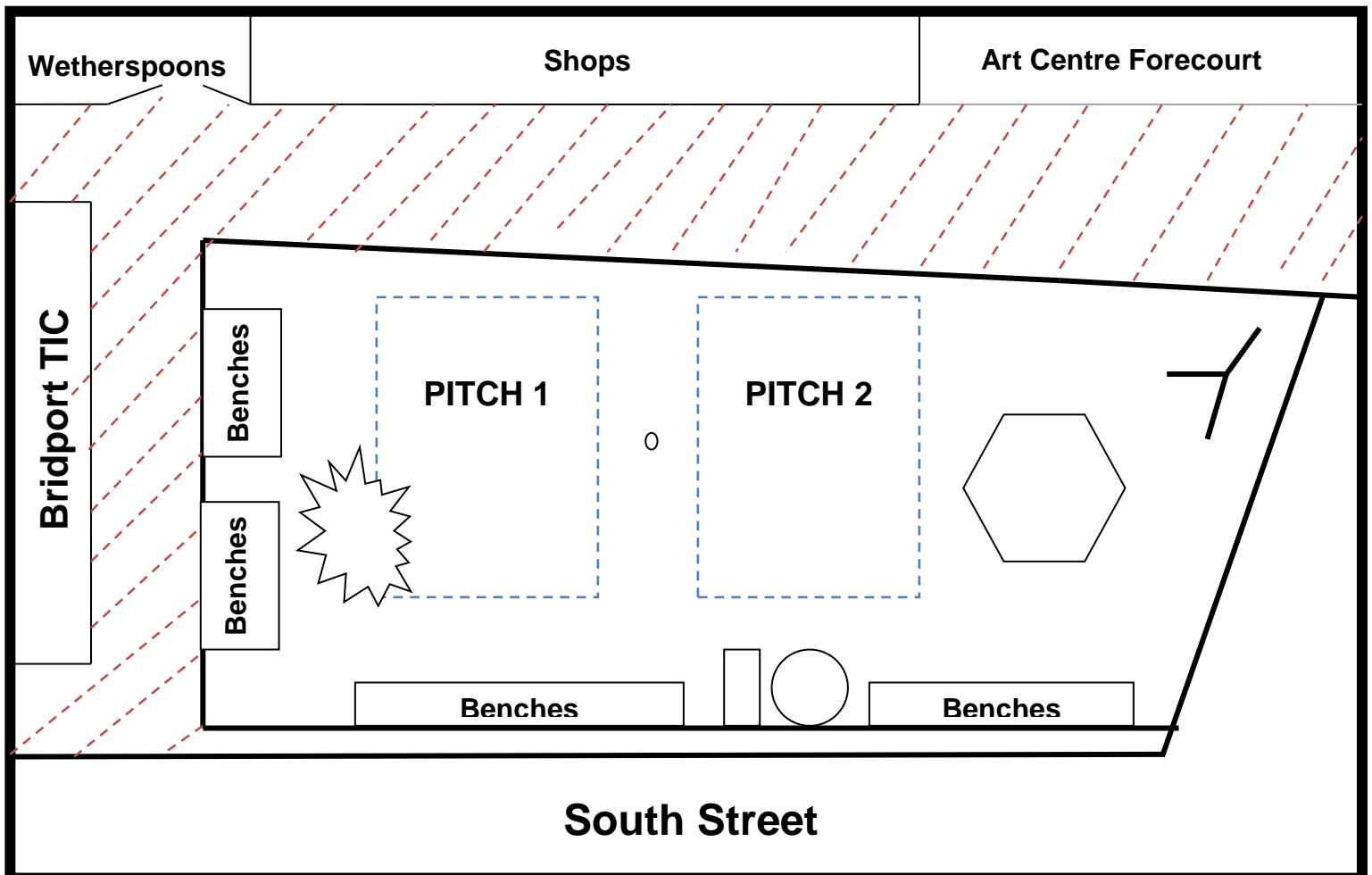
**You may request a copy of our policies at any time.**

## **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.
- 2a. Bucky Doo Square may not be used for propaganda or preaching including evangelical/extremist/political.
- 2b. Bucky Doo Square may not be used for commercial or personal profit.
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](mailto:licensing@westdorset-dc.gov.uk)**
5. The applicant must ensure that any musical performance complies with the relevant Performing Rights Legislation.
- 5a. As per Health & Safety legislation all amplified music must be kept on or below 107db at source and 90db at audience. Due to the position of the square, in a built up area, the upper decibel limits can still be too high. Because of this we reserve the right to request volume be turned down should we receive complaints.  
When asked by a member of staff at the Tourist Information Centre or a member of Bridport Town Council to turn music down you must comply. Failure to do so will result in the immediate termination of your session and no further bookings being honoured or accepted for the square.
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 Tourist Information staff oversee enquiries, bookings and complaints associated with Bucky Doo Square, and as such abusive behavior towards them will not be tolerated in any circumstance. Failure to comply will result in all bookings being cancelled and no further bookings being honoured or accepted on the square.

11. 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.
12. 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 [bridport.tic@bridport-tc.gov.uk](mailto:bridport.tic@bridport-tc.gov.uk).

## Bucky-Doo Square



 : Shaded Area must be clear AT ALL TIMES please.