

NANTWICH SQUARE Booking Form



Please complete this form and return it to Nantwich Civic Hall, Market Street, Nantwich, CW5 5DG

Name of Applicant / Organisation:
Address of Applicant / Organisation:
Telephone Number:
Email Address:
Registered Charity Number:
Nature of Event:
Date required:
Times Required:
Requirements:
Power
Stalls / Gazebo (£10 each) – specify number
Tables – specify number
Chairs – specify number
Other requirements:

I/we the undersigned, undertake to pay Nantwich Town Council the costs associated with the requirements detailed above and agree to observe and comply with the Conditions of Hiring which shall be deemed to be part of this application.

I/we the undersigned, confirm I/we have public liability insurance to the value of five million pounds. The Town Council will not accept liability for any damage or loss incurred by you or a third party during your event on the Square.

Signature of Hirer _____ Date _____

Position on Company or Organising Body _____

THE SUBMITTING OF THIS APPLICATION DOES NOT CONSTITUTE A BOOKING UNTIL OFFICIAL CONFIRMATION HAS BEEN RECEIVED.

The Costs of hiring and other expenses are reviewed annually on 1st April and all bookings are accepted subject to such price increases. Commercial bookings are subject to negotiations with the Nantwich Civic Hall Management team

Privacy Notice

Nantwich Town Council is the Data Controller under the new data protection law and will use the information you provide on this form to process your booking request.

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, are Nantwich Town Council, Civic Hall, Market Street, Nantwich, CW5 5DG. We will keep your data for one year following the application. 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.Nantwichtowncouncil.gov.uk>.

You can contact the Town Council's Town Clerk, Samantha Roberts by post at Nantwich Civic Hall, Market Street, Nantwich, CW5 5DG, by email at samantha.roberts@nantwichtowncouncil.gov.uk , or by telephone on 01270 619224.

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 by contacting the Council Office.

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.

If you are aged 13 or under you parent or guardian should fill in their details below to confirm their consent:

Name: _____ Address: _____

Signature: _____ Date: _____

Email: nantwich.civic.hall@nantwichtowncouncil.gov.uk
nantwichtc@nantwichtowncouncil.gov.uk

Find us on:

Twitter: @nantwichcivic

Facebook: nantwichcivic

Nantwich Town Council
Nantwich Civic Hall
Market Street
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CW5 5DG

Tel: 01270 628633