



Old Basing & Lychpit Parish Council

Event Application Form

Privacy Statement

Old Basing & Lychpit Parish Council is the data controller for the personal information you provide on this form. You can contact the council by phone on 01256 462847, via email to clerk@oldbasing.gov.uk or by writing to us at The Parish Office, The Recreation Ground, The Street, Old Basing, RG24 7DA.

The personal information you provide will be used to process your request. It is necessary for you to provide this information to us so that we can process your request/provide the service you have requested.

- We may share your information with others within the council in order to provide a service to you, to ensure our records are kept up to date or otherwise where we are required to do so.
- We will not disclose any information to other organisations unless we are required by law to do so or to prevent fraud.
- Your personal details will only be held as long as is needed for this purpose and in accordance with our retention policy.

For further details on how your information is used; who we may share your information with; how we maintain the security of your information and your rights, including how to access information we hold on you and how to complain if you have any concerns about how your personal details are processed, please read our Data Protection Policy.

Please tick to confirm you have read and understood our privacy statement ()

Please confirm that you are 18 years old or over: Yes / No (delete as appropriate)

Name

Organisation (if applicable)

Address

Contact telephone number:

Email address:

Site/area(s) required:

Description of the event (please include as much detail as possible)

Is the event a one-off/series of events/regular/ad-hoc) (delete as appropriate)

Day(s) required:

Date(s) & time required:

Start & finish time:

Expected attendance:

Will there be a charge to attend? Yes/No (delete as appropriate)

Will car parking be required? Yes/No.(delete as appropriate)

What supervision/marshalling/security arrangements will be in place?

Will there be first aid cover on site? Yes/No (delete as appropriate)

Please provide information on the following (Answer yes or no as appropriate and provide additional details if necessary):

- Does the event include tents, gazebos or marquees and if so approximately how many?
- Does the event include inflatable equipment or bouncy castles?
- Will food be prepared, cooked on site?
- Will alcohol be sold?
- Does the event involve music?
- Will you be requiring access to water for the duration of the event?
- Will you be using a public address system?
- Does the event involve broadcasting or TV?
- Does the event include animals?
- Will the emergency services be informed of the event?
- Will you need to book a sports pitch or changing rooms?

Do you wish to meet with our Grounds & Facilities Manager to discuss the event?
Yes/No (delete as appropriate)

Is there any other relevant information the Council should be aware of?

Please sign below to confirm you have read and understood the Council's "Conditions relating to use of the Outdoor Sporting & Other Recreational Facilities & Public Open Spaces".

Name: Date: