



Withernsea Town Council

The Meridian Centre, 201 Queen Street

Withernsea, HU19 2HH

Telephone: 01964 614984

Website: www.withernseatowncouncil.com

E-mail: info@withernseatowncouncil.co.uk



Dear Sir/ Madam

The switch on celebrations for the 2018 Christmas lighting display has been arranged for Saturday 1st December. Please note, this year's event is on Saturday on a trial basis, rather than the usual Friday night event.

Central Queen Street will be closed off from 4pm on Saturday afternoon until 8pm which we hope will be better suited for all involved and offer a greater opportunity for those fundraising and all an opportunity to mingle with the crowds. We hope if this year is successful, the same can be built upon, each year so it becomes more of a Christmas Fayre/Market, attracting more people into the town which will help our local economy.

As in previous years, we are inviting organisations to run a stall in order to raise funds for their charity/cause. If you are interested, I would be grateful if you would complete and return the tear off slip below, at your earliest convenience along with your booking fee and documentation as listed in the booking terms below.

IMPORTANT INFORMATION AND BOOKING TERMS ~ PLEASE READ

- Central Queen Street will be closed from 4pm to allow for the setting up of stalls, rides and entertainment. Entry onto Queen Street from 4pm will be from the north end of/Queen Street ONLY, exiting from the south end. Access before 4pm is PROHIBITED.
- ONLY PRE-BOOKED stalls, rides and entertainment on site. Pre booked participants will be issued with a PASS and ALLOCATED A SET UP LOCATION IN ADVANCE OF THE EVENT. Please DO NOT arrive earlier and attempt to set up before the permitted time. Marshalls will be present and monitoring this during the day.
- A non refundable booking fee in advance of £10 per stall/table/gazebo is required with ALL applications.
- A non refundable booking fee in advance of £20 per ride/food outlet is required with ALL applications.
- Whilst stalls are run at your own risk, it is imperative that ALL stall holders hold Public Liability Insurance, and enclose a copy of their insurance certificate with their deposit and slip below.
- Food stalls must forward copies of Food Hygiene Certification and provide their registration number with the local authority with their deposit, public liability insurance, gas safety certificate and the slip below.
- Fair ground ride applicants must forward copiers of their ADIPS, ID number, insurance details, risk assessment and generator safety certificate with their deposit and reply slip below.
- **The sale of snow spray/silly string or similar is prohibited.**

Without the above documentation etc, permission will NOT be granted for a stall/ride.

Committee marshals will be in attendance to oversee the arrival and positioning of stalls and rides.

You are all welcome to join us for refreshments in the Meridian Centre afterwards.

Yours Sincerely

K Gray

Deputy Clerk to the Council

Name..... Tel:.....

Organisation:.....

Type of stall:.....

I/We have read and understand the terms of booking above, and enclose the deposit and documentation as requested. I understand a voluntary donation may be requested from the stalls proceeds on the night, and I acknowledge this as my contribution to the Christmas Lights fund.

Signed:.....

Council Name: **Withernsea Town Council**

Council Address: The Meridian Centre, 201 Queen Street, Withernsea, HU19 2HH

Email Address: info@withernseatowncouncil.co.uk

Telephone numbers: 01964 614984

General Data Protection Regulations (Service) Consent to hold Contact Information

I agree that I have read and understand Withernsea Town Council's Privacy Notice. I agree by signing below that the Council may process my personal information for providing information and corresponding with me.

I agree that Withernsea Town Council can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request that my details are removed from your database.

Name	
Date of birth if under 18	
Parental/Guardian Consent for any data processing activity	
Address	
Telephone No.	
Email Address	
Facebook	
Twitter	
Signature	
Date	

For office use only:

Guidance Notes Data Sharing Checklist – systematic data sharing

Scenario: You want to enter into an agreement to share personal data on an ongoing basis is this form relevant and the sharing justified? Read the below:

Key points to consider:

What is the sharing meant to achieve?

Have you assessed the potential benefits and risks to individuals and/or society of sharing or not sharing?

- Is the sharing proportionate to the issue you are addressing?
- Could the objective be achieved without sharing personal data?

Do you have the power to share?

Key points to consider:

- The type of organisation you work for.
- Any relevant functions or powers of your organisation.
- The nature of the information you have been asked to share (for example was it given in confidence?).
- Any legal obligation to share information (for example a statutory requirement or a court order).

If you decide to share

It is good practice to have a data sharing agreement in place.

As well as considering the key points above, your data sharing agreement should cover the following issues:

- What information needs to be shared?
- The organisations that will be involved.
- What you need to tell people about the data sharing and how you will communicate that information.
- Measures to ensure adequate security is in place to protect the data.
- What arrangements need to be in place to provide individuals with access to their personal data if they request it?
- Agreed common retention periods for the data.
- Processes to ensure secure deletion takes place.

Date Data received	Date consent received and approved for data to be held	Data received as Phone, email, hard copy or other	Data approved to be shared with the below	Removal of consent received	Date data disposed of and method of disposal actioned