

KNOWSLEY TOWN COUNCIL

IMPORTANT: PLEASE READ PRIOR TO APPLYING FOR BOOKING

BOOKING PRIVACY NOTICE

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 organisation, provide information and/or access our facilities and services. Your personal information will not be shared or provided to any third party without consent.

The Council's Right to Process Information

General Data Protection Regulations Article 6 (1) (a) and (e)

Processing is with 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 official authority vested in the controller.

Information Security

Knowsley Town Council has a duty to ensure the security of personal data. We make sure that your information is protected for unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate measures and appropriate policies.

We will only keep your data for the purpose it was collected and only for as long as it is necessary. After which it will be deleted. (You may request the deletion of your data at any time).

Access To Information

You have the right to request access to the information we hold about you. You can do this by contacting our Data Information Officer: Jane Thomas on 0151 548 4545 or by email: jane.thomas@knowsley.gov.uk

Information Correction

If you believe that the information we hold about you is incorrect, you may contact us to request it be updated or keep or to keep your data accurate.

Information Deletion

If you wish Knowsley Town Council to delete the data held on you, please contact Jane Thomas on 0151 548 4545 or email: jane.thomas@knowsley.gov.uk

Right To Object

If you believe that the data held by us is not being used for its intended purpose you have the right to object.

Rights Related To Automated Decision Making and Profiling

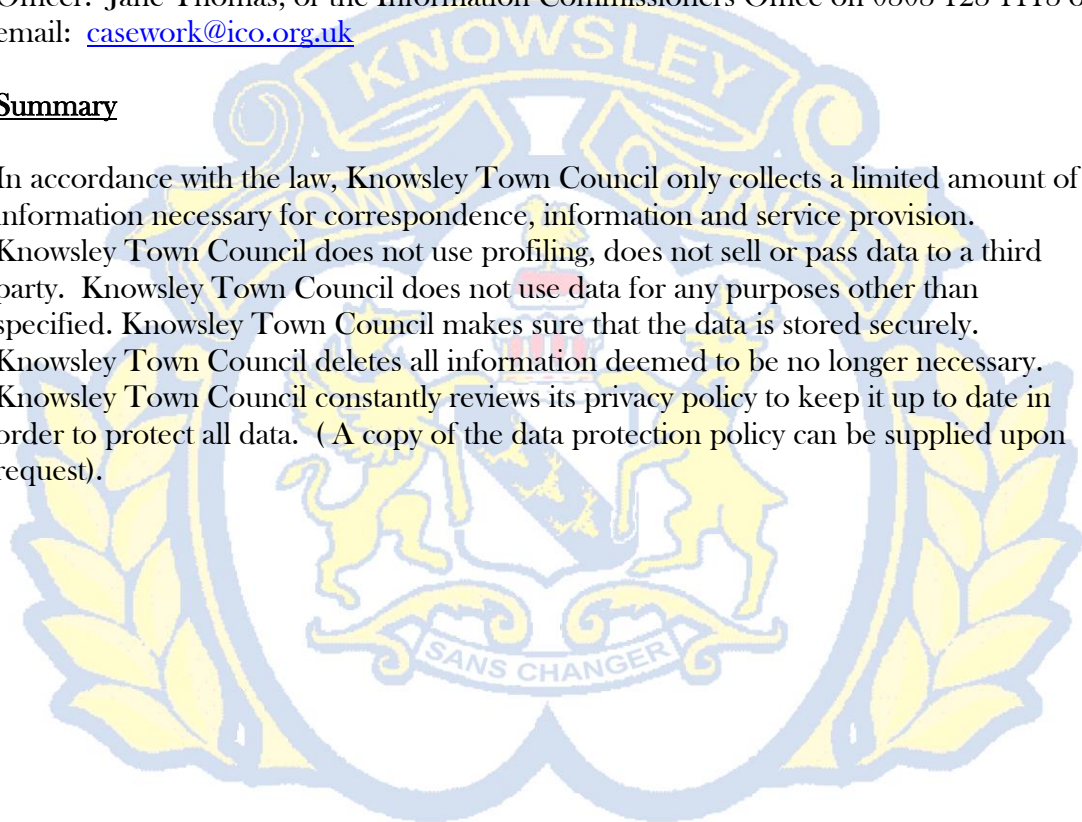
Knowsley Town Council does not use any of automated decision making or the profiling of individual personal data.

Complaints

If you have a complaint regarding the way in which your personal data has been processed you may make a complaint to Knowsley Town Council's Data Information Officer: Jane Thomas, or the Information Commissioners Office on 0303 123 1113 or email: casework@ico.org.uk

Summary

In accordance with the law, Knowsley Town Council only collects a limited amount of information necessary for correspondence, information and service provision. Knowsley Town Council does not use profiling, does not sell or pass data to a third party. Knowsley Town Council does not use data for any purposes other than specified. Knowsley Town Council makes sure that the data is stored securely. Knowsley Town Council deletes all information deemed to be no longer necessary. Knowsley Town Council constantly reviews its privacy policy to keep it up to date in order to protect all data. (A copy of the data protection policy can be supplied upon request).



**KNOWSLEY TOWN COUNCIL
ONE OFF BOOKING FORM
SUMMER PERIOD
PERIOD ENDING 31 MARCH 2023**

YOUR ORGANISATION

NAME OF ORGANISATION:

CONTACT DETAILS:

Name

Position

Address

Post Code

Telephone

BRIEF OUTLINE OF THE AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

BOOKING DATES REQUESTED

DAY (Please tick)	TIME (Detail)	DATES (all inclusive dates)	VENUE (Please tick)
Mon []	BWCC []
Tues []	
Wed []	Pavilion []
Thurs []	
Fri []	MUGA []
Sat []	
Sun []	P/Fields []

DOES YOUR ORGANISATION INVOLVE THE PHYSICAL ACTIVITY
OF PARTICIPANTS? **YES/NO?**
(IF YES, THE APPROPRIATE INSURANCE COVER WILL BE REQUIRED,
SEE OVER)

AMOUNT DUE INVOICE NO..... DATE OF PAYMENT

VENUE REQUESTED

Bob Whiley Community Centre ☐ **Community Pavilion** ☐

Room One ☐
Room Two ☐

Main Hall ☐
Room One ☐
Room Two ☐
Committee Room ☐

Pool Hey Playing Fields ☐
Multi Use Games Area (MUGA) ☐
Knowsley Recreation Ground ☐
Mill Lane Playing Fields ☐

ANY ADDITIONAL INFORMATION:

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.....

FEES/DONATIONS/ENTRANCE MONEY

DOES THIS BOOKING INVOLVE THE PASSING OF FEES/DONATIONS OR ENTRANCE MONEY TO THE INSTRUCTOR OR ORGANISER? YES/NO?

IF YES, GIVE DETAILS OF SUCH FEES/DONATIONS/ENTRANCE MONEY:

.....

.....

INSURANCE DETAILS

DOES YOUR ORGANISATION HAVE ANY INSURANCE? **YES/NO?**

If yes, please state type of insurance (e.g. public liability, personal etc)

.....

If yes, the following documents must accompany your application:

☐ Policy Certificate
☐ Policy Statement

THE INSURANCE DOCUMENTS MUST RELATE TO THE ORGANISATION NAMED ON PAGE 1

ALL ORGANISATIONS MUST SIGN THE INSURANCE DISCLAIMER FORM ATTACHED (PAGE 4).

CHILDREN AND VULNERABLE ADULTS

DOES YOUR ORGANISATION'S ACTIVITIES OR MEMBERSHIP INVOLVE CHILDREN (UPTO THE AGE OF 18 YEARS) OR VULNERABLE ADULTS? **YES/NO?**

IF YES, DO YOU HAVE A CHILD AND VULNERABLE ADULT SAFEGUARDING POLICY? **YES/NO?**

IF YES, PLEASE GIVE DETAILS:

IF YOUR ORGANISATION'S ACTIVITIES OR MEMBERSHIP INVOLVES CHILDREN (UPTO THE AGE OF 18 YEARS) OR VULNERABLE ADULTS, PLEASE SUPPLY FULL CONTACT DETAILS OF ALL INSTRUCTORS/SUPERVISORS THAT WILL BE INVOLVED WITH THIS BOOKING.

(PLEASE SEE THE CHILDREN AND VULNERABLE ADULTS INSTRUCTOR/SUPERVISOR REGISTER AT PAGE 5)

DECLARATION

I declare that I have read and understand the conditions of hire of Council premises and facilities and agree to abide by them.

I accept full responsibility for all payment of fees owed to the Council in respect of this booking.

I accept full responsibility for ensuring that the fire safety instructions are fully complied with.

I confirm that I have read and understand Knowsley Town Council's Privacy Policy and consent to the information contained within this form being held by the Town Council.

Signed

Print Name

Group/Organisation

Date

**HIRE OF TOWN COUNCIL PREMISES
INSURANCE DISCLAIMER**

I being the person responsible for hiring
the premises on behalf of
certify that the organisation shall indemnify the Town Council against any
injury which may be incurred by or be done or happen to any person(s)
during the hiring arising from neglect or default of the hirer.

The organisation will indemnify the Town Council against all costs, claims
and proceedings and demands arising from the “hirers” act, neglect, or
default.

The organisation shall not use the hired premises in such a manner as to
cause any increased risk of injury, fire or invalidate any policy of insurance.

NAME:

ORGANISATION:

SIGNED **DATED**

**CHILDREN AND VULNERABLE ADULTS
INSTRUCTOR/SUPERVISOR REGISTER**

NAME OF ORGANISATION:

INSTRUCTOR(S)/SUPERVISOR(S)

NAME

POSITION

ADDRESS

INSTRUCTOR(S)/SUPERVISOR(S)

NAME

POSITION

ADDRESS

INSTRUCTOR(S)/SUPERVISOR(S)

NAME

POSITION

ADDRESS

INSTRUCTOR(S)/SUPERVISOR(S)

NAME

POSITION

ADDRESS

INSTRUCTOR(S)/SUPERVISOR(S)

NAME

POSITION

ADDRESS

At least one of the above named will **always** be in attendance at all our booked sessions.

NAME:

ORGANISATION:

SIGNED: **DATED:**

KNOWSLEY TOWN COUNCIL

BOOKING APPLICATION CHECKLIST

Please submit the following information **including this checklist**:

1. Application Form/Booking Declaration (completed and signed) – pages 1-3
2. Insurance Disclaimer (completed and signed) – page 4
3. Insurance Certificate (if applicable)
4. Insurance Schedule (if applicable)
5. Children and Vulnerable Adults Policy (if applicable)
6. Instructor Register (completed and signed) (if applicable) – page 5
7. Organisation's Aims and Objects
8. Signed Copy of Terms and Conditions of Hire

Your application for a booking cannot be considered until all the above documentation (if applicable) has been received.

Please complete and return all documentation to: Knowsley Town Council,
Bob Whiley Community Centre, Shop Road, Knowsley Village, Merseyside. L34 0HD

OFFICE USE ONLY

Application Documentation

NO.	DATE RECEIVED/COMMENTS

Date Application Completed:

Date for Consideration:

Date Applicant Informed:

KNOWSLEY TOWN COUNCIL

CONDITIONS OF HIRE



TOWN COUNCIL PREMISES

NOTICE TO ALL USER GROUPS

Verbal or physical abuse from service users towards Town Council Members, Employees or other service users will not be tolerated under any circumstances.

Any such incidents will result in the permanent removal of offenders from Town Council premises.

KNOWSLEY TOWN COUNCIL

CONDITIONS OF HIRE

TOWN COUNCIL FACILITIES

(Keep this document for your records)

1. The term "hirer" in these conditions is the person entering into the booking agreement.
2. An application for the booking of facilities belonging to the Council shall be made on the Booking Form (obtainable from the Clerk of the Council).
3. All booking charges payable to the Council must be completed within the deadlines stipulated on the invoice. Payment shall be made in accordance with the Council's scale of charges in force at the time the premises are used. Failure to make payment by the due date will result in cancellation of the booking.
4. Hirers failing to pay invoices will bear the full cost of recovery of the outstanding amount of monies owed to the Town Council.
5. The Council reserves the right to refuse any booking application.
6. The Council reserves the right to cancel a booking at any time and the Council will not be liable to pay any compensation.
7. The Council reserves the right to terminate a booked activity if the Council considers that the activity is of an objectionable or undesirable nature. The Council will not be liable to pay any compensation.
8. The Council reserves the right to terminate a function if the activity is not safely conducted. The Council will not be liable to pay any compensation.
9. Cancellation of a single booking by the hirer: if the hirer cancels the hiring within one calendar month of the proposed date of booking, the hirer is required to pay the hire charge in full. All cancellations must be in writing from the hirer.
10. Cancellation of a block booking by the hirer: all cancellations must be in writing from the hirer. In such instances, the hirer will be charged the appropriate hire charge for the next calendar month from receipt of the hirer's letter indicating cancellation of the booking.
11. The Council reserves the right of entry to any person at any time.
12. The hirer shall not, without the previous consent from the Council in writing, use the premises for any purpose other than that stated on the Booking Form.
13. The hirer shall not sublet the premises without the written consent of the Council.

14. The hirer must enter and vacate the premises between the hours stipulated on the booking form.
15. The hirer shall be liable for any loss or damage caused to the premises, as a result of the booking, or to the Council's fixtures, fittings, furniture, equipment, etc. The hirer will fully indemnify the Council for any such loss or damage.
16. The hirer's property shall be in the care and custody of the hirer during the period of hire. The Council cannot accept responsibility for any loss of or damage to any property arising out of the booking. The Council cannot accept responsibility for any injury which may be incurred by or be done or happen to any person(s) during the booking arising from the neglect or default of the hirer.
17. The hire must leave the premises in a clean and tidy condition following each booking session and ensure that all equipment is removed or stored in the correct manner.
18. The hirer shall indemnify the Council against all costs, claims and proceedings and demands arising from the hirers act, neglect or default.
19. The hirer is advised to consider taking out insurance cover for the period of hire. The Council may insist on the "hirer" taking out such insurance cover. In such cases, the booking will not commence until the Council is satisfied that appropriate insurance arrangements are in place.
20. The booked premises shall not be used in such a manner to cause any increase risk of fire or invalidate any policy of insurance.
21. All doors giving exit from the hired property shall be kept unfastened and unobstructed and immediately available for exist during the whole period of the booking.
22. The hirer must clearly indicate on the Booking Form whether the activity involves the passing of fees, donations or entrance money to an instructor or organiser.
23. The hirer is totally responsible for the erection and dismantling of equipment. This equipment can only be erected and dismantled during the time stipulated on the Booking Form. All equipment must be either stored or removed from the premises at the end of the booking.
24. The hirer shall not modify the premises (e.g. erect signs, posters etc) or fittings without the prior written consent of the Council.
25. The Council reserves the right to modify these conditions as may be considered necessary or desirable.
26. The Council's decision in any of the matters referred to above shall be final.

DECLARATION

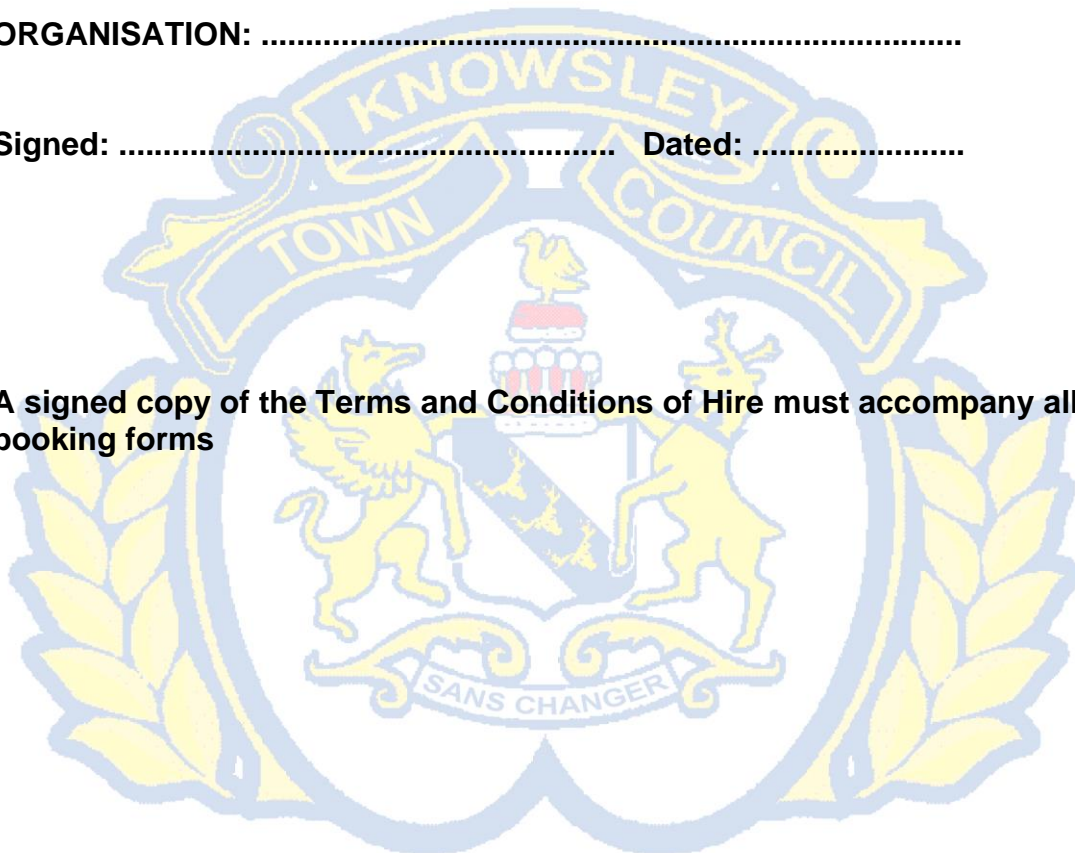
I declare that I have read and understand Knowsley Town Council's Conditions of Hire of its premises and undertake to ensure that that my organisation will abide by the conditions at all times

PRINT NAME:

ORGANISATION:

Signed: **Dated:**

A signed copy of the Terms and Conditions of Hire must accompany all booking forms



FIRE SAFETY INSTRUCTIONS FOR ALL HIRERS

In order for Knowsley Town Council to comply with the statutory fire safety regulations in all its premises, all hirers must ensure that they adhere to the following fire safety instructions when using the building.

1. Hirers must not block any fire escape routes during their use of the premises.
2. Hirers must not knowingly use any flammable materials whilst on the premises.
3. Hirers must ensure that members of their organisation are made aware of the fire safety instructions.
4. In the event of a fire, hirers must ensure that their organisation complies with the evacuation instructions as displayed around the building.
5. In the event of a fire, hirers must not re-enter the building once evacuated.
6. In the event of a fire, hirers must ensure that their members assemble at the designated assembly point as displayed on the fire evacuation instructions around the building.
7. Hirers must inform a member of staff in the event of a fire and evacuate the building immediately.
8. Smoking is **NOT** permitted, in any circumstances, in Town Council premises.

