

# BUCKY DOO SQUARE APPLICATION

PLEASE COMPLETE AND RETURN TO :

Bridport Tourist Information Centre

Bucky Doo Square

01308 424901

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

## TIME SLOT

DATE	
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 Band/Organisation	
Registered Charity/Voluntary Body	

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

Please detail below

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

## OTHER REQUIREMENTS

.....  
.....

**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 FOR USE OF SPACE ON BUCKY DOO SQUARE

*(Please note all bookings are subject to change in accordance with current Government Coronavirus guidelines)*

**Coronavirus Guidelines currently state that social distancing must be maintained. Leaflets can not be handed out but can be placed on a table/stall for people to take away, it is suggested that the leaflets should be printed on matt rather than glossy paper.**

1. Bucky Doo Square may be used by Charitable or Voluntary organisations for the promotion of their cause.
- 1a. It is the responsibility of Bridport TIC to book musicians in the square, if, for whatever reason, you are unable to fulfil your booking please advise TIC so that they can then fill the slot.
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. The hirer must adhere to the rights and duties set out in the Bridport Citizens' Charter as shown overleaf. In particular, hirers must respect others' right to enjoy the town centre unimpeded by the hirer's use of Bucky Doo Square. In the event of a public complaint the hirer may be asked to modify their behaviour by a member of staff of Bridport Town Council. A second or subsequent complaint following this request may result in the hire being cancelled, and/or future hires being declined. Examples of behaviours that might result in such consequences are:
  - Excessive noise (see 5a below) or noise that results in complaints by members of the public.
  - Overly-assertive approaches towards members of the public.
  - Offensive language or hate speech.
  - Extremist or party political views expressed.
  - Any behaviour that is likely to cause offence to a member of the public.

This list is not exhaustive, and Bridport Town Council will determine what constitutes a breach of the Charter. The hirer accepts that such judgements are a balance and that the interpretation by a member of staff of the Council is final at the time of the event/hire. The Council will review any subsequent complaint regarding alleged misinterpretation of this clause.
- 2b. Bucky Doo Square may not be booked for commercial use.
- 2c. Applicants are not permitted to attach anything, including signage, to the tree or street furniture on Bucky Doo Square.
3. The applicant must ensure that they are in receipt of a Dorset 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 Bridport Tourist Information Centre 28 days or more in advance of the date of intended use of the Square.  
**Bridport TIC, Bucky Doo Square, Bridport, Dorset. DT6 3LF 01308 424901**  
[bridport.tic@bridport-tc.gov.uk](mailto:bridport.tic@bridport-tc.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, where many businesses are keeping their doors and windows open to allow for ventilation, 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 an employee of the Tourist Information Centre or an employee 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).

## **Bridport Citizens` Charter General Rights & Duties**

As a human being we have certain rights and freedoms. In return, we are responsible for upholding the rights and freedom of all other human beings, and engaging, as far as able, in activities that promote the wellbeing of everyone within the town of Bridport and the wider community. As a community we expect our elected representatives to honour these rights and responsibilities.

### **5 KEY PRINCIPAL RIGHTS & RESPONSIBILITIES**

#### **1 FREEDOM OF BELIEF, THOUGHT & EXPRESSION**

We have the right to make up our own minds, think and believe what we like, express our thoughts freely and discuss our thoughts with other people.

We are all responsible for respecting the ideology, thoughts and feelings of other people and defending their right to express them within the limits of the law. We have a right to safe and public spaces where people can speak and share ideas freely and with respect.

#### **2 DEMOCRACY & ACCESS TO PUBLIC SERVICES**

We have the right to fully participate in local and national government and have equal access to all public services.

We are all responsible for actively engaging in the democratic process to ensure freedom of speech, and that all public services which uphold the dignity and safety of all our citizens are not denied or restricted unfairly.

We also have responsibility to hold elected representatives to account where they fail in their responsibilities.

#### **3 PERSONAL & COMMUNITY SECURITY**

We all have the right to a safe, warm, dry home, economic security and access to health and social care and live in a safe environment. We have a right to expect that the government will secure our country and our communities. We have a right to learn and maximize our personal potential.

We have a responsibility for our own and any dependents' health and education by making responsible choices, but are also responsible for paying our taxes to ensure that local and national resources are available to deliver those essential services.

#### **4 PERSONAL & COMMUNITY CULTURE**

We have the right to access, and freely participate in, the cultural life of the wider community and to protect and celebrate cultural differences within it.

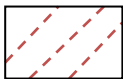
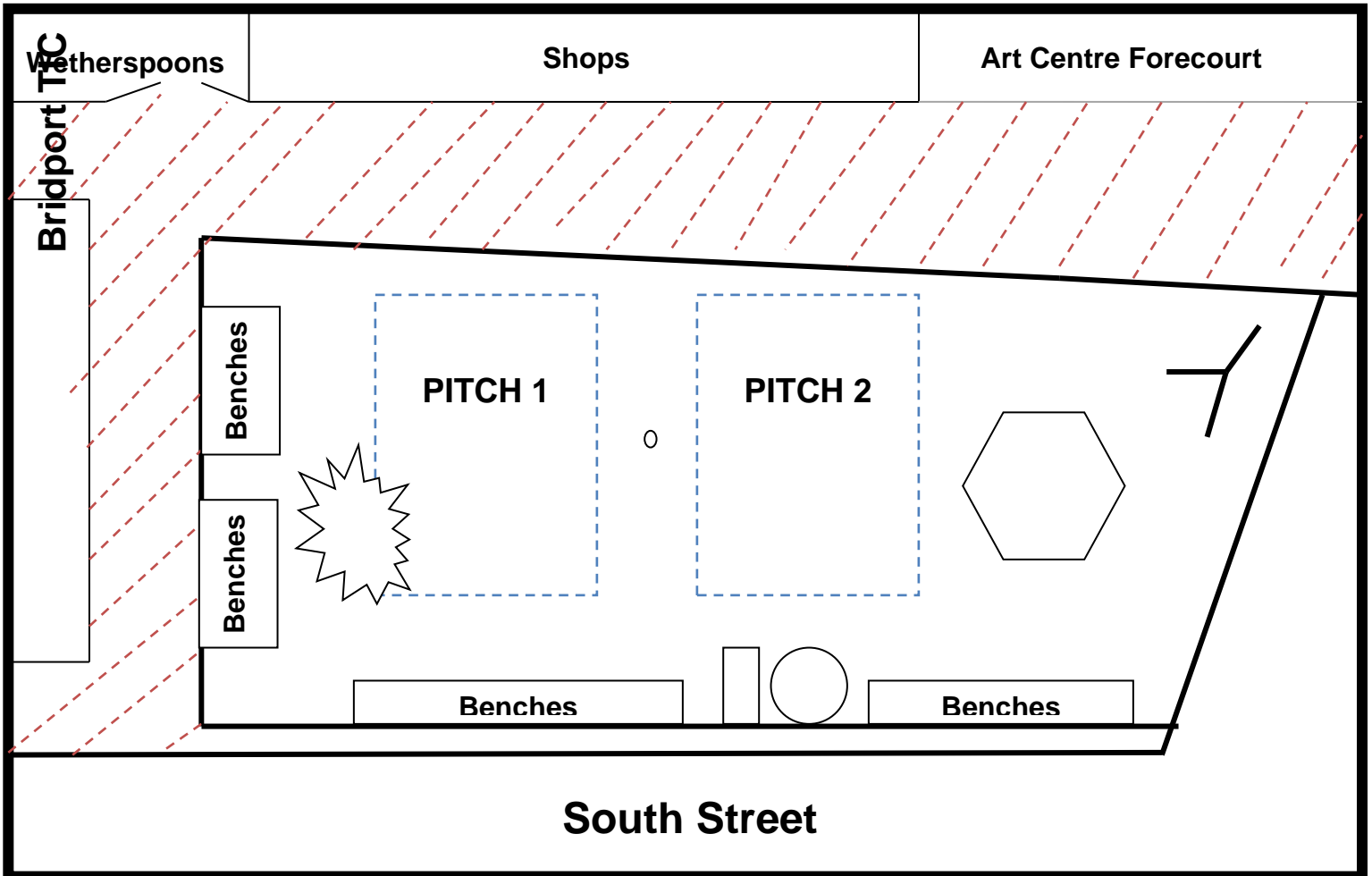
We have the responsibility, therefore, to honour other peoples' culture. We are also responsible for respecting copyright and intellectual rights of those who create literature, music etc.

#### **5 ENVIRONMENT**

We all have the right of access to sufficient of the Earth's resources, but no more than to maintain the above rights.

We are responsible for not wasting natural resources, being aware of our carbon footprint and the consequences of our actions on the environment and natural community.

# Bucky-Doo Square



: Shaded Area must be clear AT ALL TIMES please.