



PROMOTIONAL SITE BOOKING FORM

BUSINESS DETAILS

FULL NAME

PERMANENT ADDRESS

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POST CODE PHONE NO.

EMAIL ADDRESS

LOCATION REQUIRED

Please identify which location you would prefer*

Performance Area	Old Town Hall Area	Queen Street Area	Other (please state)
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* The location will be confirmed on the booking confirmation letter.

TRADING/PROMOTION DETAILS

Please state the class of goods for sale or the service you would like to promote

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Please state the dimensions of the promotional space required (in metres)

Please identify if an electrical point is required? YES / NO

If yes, please state your requirements

ANY OTHER INFORMATION

INSURANCE DETAILS*

PUBLIC LIABILITY
INSURANCE COMPANY

POLICY NUMBER

EXTENT OF COVER RENEWAL DATE

RISK ASSESSMENT**

*Please attach a copy to this application. Excludes leafleting

** Excludes leafleting and promotional stands

PAYMENT DETAILS

Please identify the payment method CASH - pay on the day (last day if more than one day)

INVOICE

If you require an invoice, please provide an invoice address.

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FOR OFFICE USE ONLY

Insurance Cover Checked ID Checked

Copy of booking form sent to Environmental Health (as necessary).....

Officer..... Date Confirmation letter sent

Invoice number.....

Additional information:

Please return the booking form to the address below.

Only on return of this form will a booking will be confirmed. Confirmation of your booking will be sent to your company.

Please give at least 24 hours' notice of a cancellation or you may incur a charge.

Tel: 01623 463073 / 463733

Email: tcm@mansfield.gov.uk

Privacy Statement

Your personal information will be held securely by Mansfield District Council and processed in accordance with the Data Protection Act 1998.

You should be aware that:

- Access to your personal details will be limited;
- Your information may also be shared with other departments within Mansfield District Council and any other agencies / organisations where permitted by law and/or for reasons connected to protecting public funds, preventing or detecting crime & disorder, data matching initiatives with Audit Commission and other Government-led initiatives;
- The Council will also use the information provided on this form to keep you updated on its services unless you have chosen to opt out of this;
- You are able to request a copy of the information the Council holds about you by emailing dataprotection@mansfield.gov.uk

By signing this form you consent to your data being processed in this way.

SIGNATURE _____

DATE _____