



Booking form to request equipment for Events and Promotions

Name of Person requesting equipment

Name of event

Place of event

Date of event

Time equipment required on site
to be up and running by

Time equipment to be collected / returned

Equipment Required

Type of Equipment	Amount Required	Type of Equipment	Amount Required	Type of Equipment	Amount Required

Further Information:

Cost to Town Centre Operations in providing the above services

In Manpower hours.....

All booking forms must be sent to Town Centre Operations Team 14 days prior to the event to ensure all requests can be accommodated. If the request requires obtaining a quote or equipment from the private sector additional time maybe required. (Contact town centre ops for advice)

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 _____