

**Swansea Market**

**Promotional Lettings and Events - Application Form**

|  |  |
| --- | --- |
| **Full name of organisation:** |  |
| **Acting on behalf of (if applicable):** |  |
| **Address:** | Postcode: |
| **Lead contact person:** |  |
| **Contact number:** |  |
| **Email address:** |  |
| **Are you VAT registered?** | Y/N |
| **Is the above address the same as the billing address?** | Y/N |
| **If NO please state the billing address:** | Postcode: |
| **Please circle the nature of your organisation:****National Commercial Local Commercial\* National Charity Local Charity\*****Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Charity Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***\*The determination of local is headquarters based within the boundary of the City and County of Swansea local authority area* |

**Requirements**

|  |
| --- |
| **Please provide a brief description of the activity you are planning to do – if it is a performance-based event, please provide an itinerary:**  |
| **As part of your activity will you be bringing any type of structure into the Market?**  | Y/N If YES please describe: |
| **As part of your activity will you be collecting cash for charity? Swansea Market will need to approve this request before a collection can take place.** | Y/N |
| **Which area of the Market would you prefer to use?**  **The Market Garden Site A Site B** |
| **What dates do you require for this activity?**  |
| **Do you require access to power?** **All electrical equipment must have an up-to-date PAT certificate.**  | Y/N If YES please specify what equipment you will be using and wattage:  |
| **What time will you require access\* to the site for setting up?** |  |

*\*Please note there is no on-site parking provision. Access to the loading bay can be granted for loading/unloading only.*

**Health, Safety and Insurance**

|  |  |
| --- | --- |
| **Do you have a risk assessment for your activity?** | Y / N If YES, please attach. If NO, a risk assessment will be required before the activity. |
| **What are the key potential safety risks of your activity?** |  |
| **How will you manage these risks?** |  |
| **Public Liability Insurance is required for all Market events and lettings.****- What level of cover do you currently have?****- What is the renewal date of the insurance?****- Copy supplied** | Y / N |
| **For activities involving food tasting, a food hygiene certificate is required. Please supply a copy.**  | Copy supplied:Y / N |
| **If you would like to sell alcohol as part of your activity, you will need to discuss licensing requirements beforehand with the Market Supervisor.**  |

**Promotion**

|  |
| --- |
| **If you’d like us to promote the activity on our social media platforms, please provide the following:** |
| **Key messages:** **Please attach any photos you would like to be shared with these messages.** |
| **Social media handles** | **Facebook:** |
| **Instagram:** |
| **Twitter:** |

**Declaration:**

 *By signing this form you agree that you/ the organisation you are representing will at all times indemnify and keep indemnified the Council for and against all liability for personal injury (whether fatal or otherwise) and for loss or damage costs claims and expenses howsoever caused or incurred which but for the granting of such permission as aforesaid would not have arisen.*

Swansea Council is the data controller for the personal information you provide on this form.  Your information will be used to provide you with the service that you have requested and will not be used for any other purpose.  We will not share your data with any third parties without your explicit consent unless we are required or permitted to do so by law.

Data protection law describes the legal basis for our processing your data as necessary for the performance of a contract.  For further information about how Swansea Council uses your personal data, including your rights as a data subject, please see our corporate [privacy notice](http://www.swansea.gov.uk/privacynotice) on our website.

By signing this document, you agree to the Swansea Market Promotional Lettings and Events Terms and Conditions.

|  |  |
| --- | --- |
| **Print name:** |  |
| **Signature:** |  |
| **Date:** |  |

**Please return this application form to Market Supervisor, Darren Cox:** **darren.cox@swansea.gov.uk**

**For any queries, please call 01792 654296.**

**Mae’r ddogfen hefyd ar gael yn Gymraeg**

**This document is also available in Welsh**