



## GILLINGHAM TOWN COUNCIL

The Town Hall, School Road, Gillingham, Dorset SP8 4QR  
Tel: 01747 823588 Email: [gtc@gillinghamdorset-tc.gov.uk](mailto:gtc@gillinghamdorset-tc.gov.uk)

Gillingham Town Council is committed to protecting and respecting the privacy of everyone and ensuring it is fully compliant under the UK General Data Protection Regulations and the Data Protection Act 2018. We process your personal data in accordance with the law, please see the privacy policy on our website [www.gillinghamdorset-tc.gov.uk/policy-admin/policies-procedures/](http://www.gillinghamdorset-tc.gov.uk/policy-admin/policies-procedures/) which provides more details on the processing of data.

<b>Land Booking Form</b>			
All hire of land is subject to availability. Please contact a member of staff at the Town Hall to check availability before completing this form.			
<b>Contact Name</b>			
<b>Name of Business/Organisation</b>			
<b>Charity Number (if applicable)</b>			
<b>Address</b>			
<b>Contact number</b>			
<b>Email address</b>			
<b>Date(s) of Hire</b>			
<b>Times of Hire</b>	Arrival		Departure
<b>Which area do you require:</b>			
<b>What will the land be used for?</b> Please provide as much detail as possible			
<b>Will the event include live or recorded music?</b>	Yes/No If Yes, a music licence will be required?		
<b>Will the event be open to the public?</b>	Yes/No		
<b>How many people will be attending?</b>	Up to 499/500+		
<b>Is it a free or chargeable event?</b>	Free/Chargeable		

<b>Will all profits be given to a Gillingham charity/not for profit organisation?</b>	<b>Yes/No</b> <b>If Yes, please give details if not provided above:</b>	
<b>Will you require additional litter bins at a cost of £5.44 per bin?</b>	<b>Yes/No</b> <b>If Yes, how many?</b>	
<b>Will you be hiring temporary toilets?</b>	<b>Yes/No</b>	
<b>DECLARATION</b> The individual and/or organisation detailed above accept and agree to the terms and conditions in the Hire of Town Council Land Policy. I confirm I am age 18 or over.  <b>SIGNED:</b> <span style="float: right;"><b>DATE:</b></span>		
Please send completed booking forms to: <a href="mailto:GTC@gillinghamdorset-tc.gov.uk">GTC@gillinghamdorset-tc.gov.uk</a> Or Gillingham Town Council, School Road, Gillingham, Dorset SP8 4QR	<b>GTC use:</b> <ul style="list-style-type: none"> <li>• Application checked</li> <li>• Application acknowledged</li> <li>• Date of Full Council meeting</li> <li>• Application decision</li> <li>• Applicant notified of decision</li> <li>• Charge</li> </ul>	<b>Date</b>  