



## **Hullbridge Parish Council Christmas Fair & Light Switch On**

Saturday 28th November 2026, 3–6pm

**Location:** Pooles Lane Car Park, Ferry Road, Hullbridge, Essex, SS5 6ND

**Tel:** 01702 232038 **Email:** [clerk@hullbridge-pc.gov.uk](mailto:clerk@hullbridge-pc.gov.uk) | [admin@hullbridge-pc.gov.uk](mailto:admin@hullbridge-pc.gov.uk)



Hullbridge Parish Council Web: [www.hullbridge-pc.gov.uk](http://www.hullbridge-pc.gov.uk)

### **Booking Form**

#### **GDPR Consent & Third-Party Declaration**

##### **GDPR & Data Use – How we use your information**

Hullbridge Parish Council collects and stores your details to manage event bookings, communication, and compliance.

##### **Storage:**

- Digital records stored securely on the Council Drive (Council staff access only).
- Paper records kept in a locked cabinet.
- The Clerk is the Data Controller.

##### **Sharing:**

- Information shared only with Council admin staff for event coordination and publicity.
- Website/social media links may be used for public promotion.
- Trader contact details shared only with consent via the Clerk.

##### **Your Rights:**

- You may request a copy, correction, or deletion of your data at any time.
- Data will be removed on request, when no longer needed, or automatically after 2 years unless renewed.
- Staff will confirm deletion when completed.
- This form and risk assessment are required to be completed and returned to Hullbridge Parish Council in order to secure a stall/performance.

**I consent to Hullbridge Parish Council storing and using my information as described above (tick box).**

##### **Personal & Business Details**

- **Name:** \_\_\_\_\_ **Business/Stall Name:** \_\_\_\_\_
- **Address:** \_\_\_\_\_
- **Email:** \_\_\_\_\_
- **Telephone:** \_\_\_\_\_
- **Emergency Contact:** \_\_\_\_\_
- **Products Selling:** \_\_\_\_\_
- **Services Providing (if applicable):** \_\_\_\_\_

##### **Insurance**

- **Insurance Provider:** \_\_\_\_\_
- **Policy Number:** \_\_\_\_\_ **Renewal Date:** \_\_\_\_\_
- **Limit of Indemnity:** \_\_\_\_\_

**Insurance certificate/policy schedule attached (tick box).**

**PTO**



### ⌚ Equipment & Safety

- Equipment brought on site (tables, chairs, electrical, etc.):

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**Risk assessment completed (tick box).**

### ▣ Products, Services & Food Providers

- **Products Selling:** \_\_\_\_\_
- **Services Providing:** \_\_\_\_\_

🍴 **Food Providers (if applicable):** \_\_\_\_\_

Food Safety/Hygiene certificates up to date (**tick box if applicable**).  
 Inspections current (**tick box if applicable**).

### ⌚ Consent Options

Please tick **YES** if you agree to your information being stored and, where noted, shared:

<u>Information</u>	<u>Purpose</u>	<u>Share?</u>
<b>Name</b>	Identification & attendance	<b>Yes</b> <input type="checkbox"/>
<b>Address</b>	Postal, general & emergency contact	<b>Yes</b> <input type="checkbox"/>
<b>Telephone (Home/Mobile)</b>	General & urgent contact	<b>Yes</b> <input type="checkbox"/>
<b>Email</b>	Updates, newsletters & event information	<b>Yes</b> <input type="checkbox"/>
<b>Website / Social Media Links</b>	Promotional use (HPC website/social media)	<b>Yes</b> <input type="checkbox"/>
<b>Photograph Consent</b>	Website & promotional articles (group photos may include you unless advised)	<b>Yes</b> <input type="checkbox"/>

### ✍ Declaration

I confirm the information provided is accurate and consent to Hullbridge Parish Council storing and using my data for event administration, communication, and compliance.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Hullbridge Parish Council. 98 Ferry Road, Hullbridge, Essex, SS5 6EX**

**Clerk/RFO:** Nicola Harding | **Email:** clerk@hullbridge-pc.gov.uk | admin@hullbridge-pc.gov.uk

**Tel:** 01702 232038

**Please complete and return (post or email) along with completed Risk Assessment to secure your booking.**

Completed declaration forms **MUST** be kept on file by Hullbridge Parish Council. In the event of an insurance claim, the Parish Council may be expected to provide a copy to Zurich Insurance Company Ltd.

