

PORT ST MARY COMMISSIONERS



Town Hall, The Promenade, Port St Mary 832101

commissioners@portstmary.gov.im

Application Form for Private Event on Outside Recreation Space owned by PSMC

This form is to obtain approval from Port St Mary Commissioners to use for private events only held on recreation space owned by Port St Mary Commissioners. If you wish your event to be open to the public **you must** speak to the Clerk in the first instance.

PROPOSED EVENT	
MAIN CONTACT Name, address email and contact number	
SECOND CONTACT Name, address email and contact number	
Location of proposed event	
Description of activities	
Number of participants	
Date of event	
Start & Finish times	
Site set up details	

If the answer to the following questions is YES please give further details in the box alongside:

Live music?	NO	YES	
Recorded music?	NO	YES	
Dancing?	NO	YES	
Alcohol?	NO	YES	
Food?	NO	YES	
Barbeque / fire?	NO	YES	

The Clerk will advise if you need to obtain any insurance or additional licences.

The Commissioners may also impose special conditions.

PLEASE ensure you read the Ts&Cs and sign page 2 before submitting this application

SINGLE USE PLASTICS

May we respectfully request that where possible, people refrain from using single use plastics to assist with the Local Authority reducing their carbon footprint and being more environmentally friendly and aware.

Terms and conditions of privately organised recreational events:

Noise levels will be kept to a level so as not to cause nuisance or annoyance to any other persons in the vicinity.

The Commissioners will not be responsible for any loss, damage or injury of any description to persons or property that may be sustained subsequent upon or arising directly or indirectly from the holding of this event.

The site or area being used will be left in a clean and tidy condition to the satisfaction of the Commissioners. The organisers are to be responsible for the full cost of the repair of any damage to the site that occurs as a result of the holding of this event.

Depending on the size and nature of the event, a returnable deposit against cleaning and reinstatement of the area may be required.

The Commissioners reserve the right to revoke this consent on giving written notice to the organisers if, in the opinion of the Commissioners, it is impossible or inadvisable to allow the event to take place by reason of the nature of the event, the condition of the area or the carrying out of maintenance works. The organisers shall have no claim against the Commissioners for any damage or loss they may sustain or in respect of any liability that they may incur or have incurred in consequence of any revocation

When completed this form should be returned to The Clerk, Town Hall, The Promenade, Port St Mary, IM9 5DA. Cheques, if required, to be made payable to "Port St Mary Commissioners".

By returning this form I confirm that I have read and accepted the Terms and Conditions of Hire. I confirm that the information provided is correct and I apply for permission to hold the event as described

Name (block capitals)	Signature
Role at event	Date

Port St Mary Commissioners Privacy Policy Your privacy is very important to us. This Policy explains how the Commissioners collect, use, communicate, disclose and make use of your personal information. Before or at the time of collecting personal information, the Commissioners will identify the purposes for which your data is being collected.

- The Commissioners will collect and use personal information solely with the objective of fulfilling those purposes specified by us and for other compatible purposes, unless we obtain the consent of the individual concerned or as required by law.
- The Commissioners will only retain personal information as long as necessary for the fulfilment of these purposes.
- The Commissioners will collect personal information by lawful and fair means and, where appropriate, with the knowledge or consent of the individual concerned. The Commissioners will not share your information with any third party without your knowledge or permission.
- Personal data should be relevant to the purposes for which it is to be used, and, to the extent necessary for these purposes, should be accurate, complete, and up-to-date.
- The Commissioners will protect personal information by reasonable security safeguards against loss or theft, as well as unauthorised access, disclosure, copying, use or modification in line with the Data Protection Act 2018.
- The Commissioners will make readily available to customers information about our policies and practices relating to the management of personal information.

We reserve the right to update the privacy policy at any time.

For further information please contact the Clerk in the first instance, h.fargher@portstmary.gov.im

Ms Hayley Fargher, Town Hall, The Promenade, Port St Mary IM9 5DA 01624 832101