

# KNOWSLEY TOWN COUNCIL

**IMPORTANT: PLEASE READ PRIOR TO APPLYING FOR BOOKING**

## BOOKING PRIVACY NOTICE

### When you contact us

When you apply to hire a council facility, the Council will process personal data such as your name, address, email address, telephone number and organisation details.

This information is used to:

- Manage and administer bookings and hire agreements
- Communicate with you regarding your booking
- Provide access to council facilities and services
- Maintain financial and audit records

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### Lawful basis for processing

The Council processes personal data relating to bookings under the following lawful bases:

- **Contract** – to administer hire agreements and bookings
- **Public task** – to manage council facilities
- **Legal obligation** – for financial, audit and regulatory requirements

The Council does **not rely on consent** as the primary lawful basis for processing booking information.

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### Sharing your information

Personal data relating to bookings is not routinely shared and will only be disclosed:

- Where required by law
- To auditors or regulators
- Where necessary to administer council services

Information is **not shared for marketing purposes**.

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## Information security

Knowsley Town Council takes appropriate technical and organisational measures to protect personal data from unauthorised access, loss, manipulation, destruction or disclosure.

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## Data retention

Personal data is retained only for as long as necessary and in accordance with legal, financial and audit requirements.

Some booking and payment records **cannot be deleted immediately** where the Council is required to retain them by law.

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## Your rights

You have rights under data protection legislation, including the right to:

- Request access to your personal data
- Request correction of inaccurate data
- Object to processing in certain circumstances

The right to erasure does not apply where the Council is required to retain information by law.

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## Automated decision making

Knowsley Town Council does not use automated decision making or profiling in relation to booking information.

## Contact details

**Data Controller:** Knowsley Town Council

**Data Protection Officer:** Jane Thomas

**Telephone:** 0151 548 4545

**Email:** jane.thomas@knowsley.gov.uk

## Complaints

If you have concerns about how your personal data has been processed, you may contact the Data Protection Officer.

You also have the right to complain to the **Information Commissioner's Office**

Tel: 0303 123 1113 | Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

**KNOWSLEY TOWN  
COUNCIL BOOKING FORM  
PERIOD ENDING 30 SEPTEMBER 2026**

**YOUR ORGANISATION**

NAME OF ORGANISATION:

**CONTACT DETAILS:**

Name:

Position:

Address:

Post Code:

Telephone :

Email Address:

***BRIEF OUTLINE OF THE AIMS AND OBJECTIVES OF YOUR ORGANISATION &  
NUMBER OF ATTENDEES:***

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**BOOKING DATES REQUESTED**

<b>DAY</b> <b>(Please tick)</b>	<b>TIME</b>	<b>DATES</b> <b>(all inclusive dates)</b>	<b>VENUE</b> <b>(Please tick)</b>
Mon [ ]	.....	.....	BWCC [ ]
Tues [ ]	.....	.....	
Wed [ ]	.....	.....	Pavilion [ ]
Thurs [ ]	.....	.....	
Fri [ ]	.....	.....	Pool Hey Field [ ]
Sat [ ]	.....	.....	
Sun [ ]	.....	.....	

**ROOM REQUESTED**

<b><u>Bob Whiley Community Centre</u></b>		<b><u>Community Pavilion</u></b>	
Room 1	[ ]	Main Hall	[ ]
Room 2 (with mirrors)	[ ]	Community Room 1	[ ]
Both Rooms	[ ]	Community Room 2	[ ]
		Committee Room 1	[ ]

ANY ADDITIONAL INFORMATION: .....

.....

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**FEES/DONATIONS/ENTRANCE MONEY**

DOES THIS BOOKING INVOLVE THE PASSING OF FEES/DONATIONS OR ENTRANCE MONEY TO THE INSTRUCTOR OR ORGANISER? YES/NO?

IF YES, GIVE DETAILS OF SUCH FEES/DONATIONS/ENTRANCE MONEY:

.....

DOES YOUR ORGANISATION INVOLVE THE PHYSICAL ACTIVITY OF PARTICIPANTS?  
**YES/NO?**  
**(IF YES, THE APPROPRIATE INSURANCE COVER WILL BE REQUIRED)**

**INSURANCE DETAILS**

DOES YOUR ORGANISATION HAVE ANY INSURANCE? **YES/NO?**  
If yes, please state type of insurance (e.g. public liability, personal etc)

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If yes, the following documents must accompany your application:

- Policy Certificate
- Policy Statement

The Insurance Documents Must Relate To The Organisation Named On Page 3

**INSTRUCTOR/SUPERVISOR REGISTER**

**INSTRUCTOR(S)/SUPERVISOR(S)**

**NAME** .....

**DBS:** Yes / No

**POSITION** .....

**ADDRESS** .....

**INSTRUCTOR(S)/SUPERVISOR(S)**

**NAME** .....

**DBS:** Yes / No

**POSITION** .....

**ADDRESS** .....

**INSTRUCTOR(S)/SUPERVISOR(S)**

**NAME** .....

**DBS:** Yes / No

**POSITION** .....

**ADDRESS** .....

**AT LEAST ONE OF THE ABOVE-NAMED MUST ALWAYS BE IN ATTENDANCE AT ALL THE HIRERS BOOKED SESSIONS.**

**CHILDREN AND VULNERABLE ADULTS SAFEGUARDING DECLARATION**

**1. Do your organisation's activities or membership involve:**

- Children (under 18 years of age)?       Yes     No
  - Vulnerable adults?                               Yes     No
- 

**2. If YES to either above, please confirm the following:**

- We have a Child and Vulnerable Adult Safeguarding Policy in place
  - We can provide a copy of the policy if requested
  - All instructors/supervisors involved hold appropriate and current DBS checks (where required)
  - We accept full responsibility for safeguarding participants during the booking
  - We will provide supervision appropriate to the activity and group
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**3. Supervisors / Instructors**

- A list of all instructors/supervisors involved with this booking has been supplied
  - Additional details will be provided on request
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**4. Declaration**

- I confirm that I am authorised to make this declaration on behalf of the organisation and that the above information is correct.
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**Name:** \_\_\_\_\_

**Organisation:** \_\_\_\_\_

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

**KNOWSLEY TOWN COUNCIL**

**BOOKING APPLICATION CHECKLIST**

Please submit the following information **including this checklist**:

1. Application Form (completed)
2. Insurance Certificate (if applicable)
3. Insurance Schedule (if applicable)
4. Instructor Register (completed and signed) (if applicable)
5. Children and Vulnerable Adults Policy (completed and signed) (if applicable)
6. Organisation's Aims and Objects
7. Signed Copy of Disclaimer and Indemnity

**Your application for a booking cannot be considered until all the above documentation (if applicable) has been received.**

This booking form constitutes acceptance of Knowsley Town Council's Conditions of Hire and includes the required declaration and indemnity.

**Please complete and return all documentation to:**

**Email:** [louise.harrison@knowsley.gov.uk](mailto:louise.harrison@knowsley.gov.uk) or post to Knowsley Town Council, Bob Whiley Community Centre, Shop Road, Knowsley Village, Merseyside. L34 0HD

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**OFFICE USE ONLY**

**Application Documentation**

<b>NO.</b>	<b>DATE RECEIVED/COMENTS</b>

**Date Application Completed:** .....

**Date for Consideration:** .....

**Date Applicant Informed:** .....

## DECLARATION AND INDEMNITY

*(Aligned with Knowsley Town Council Conditions of Hire)*

I confirm that I have read and understood Knowsley Town Council's Conditions of Hire for its premises and facilities and agree, on behalf of the group or organisation named below, to comply with those conditions at all times.

I accept full responsibility for the payment of all fees and charges due to Knowsley Town Council in respect of this booking, in accordance with the Conditions of Hire.

I accept full responsibility for ensuring that all Fire Safety and Health & Safety instructions issued by Knowsley Town Council are fully complied with during the period of hire.

I acknowledge that Knowsley Town Council accepts no responsibility for any loss of, or damage to, property belonging to the hirer or any other person, nor for any injury which may be incurred by or happen to any person during the booking arising from the act, neglect, or default of the hirer.

I agree, on behalf of the group or organisation, to be liable for and to fully indemnify Knowsley Town Council against:

- any loss of or damage to the premises, fixtures, fittings, furniture, or equipment arising from the booking; and
- all costs, claims, proceedings, and demands arising from any act, neglect, or default of the hirer, its members, volunteers, organisers, or attendees.

I further confirm that the premises will not be used in any manner that increases the risk of fire or invalidates any policy of insurance held by Knowsley Town Council.

I confirm that I have read and understood Knowsley Town Council's Privacy Policy and consent to the personal information provided in this form being collected, stored, and used by the Council for the purposes of administering this booking.

This declaration and indemnity is given electronically and shall have the same legal effect as a handwritten signature.

**NAME:** \_\_\_\_\_

**GROUP / ORGANISATION:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

*I confirm that I am authorised to sign on behalf of the group or organisation.*

**ELECTRONIC SIGNATURE:** \_\_\_\_\_

Hirers Copy

# **KNOWSLEY TOWN COUNCIL**

## **CONDITIONS OF HIRE**

### **TOWN COUNCIL PREMISES**

#### **NOTICE TO ALL USER GROUPS**

***Verbal or physical abuse from service users towards Town Council Members, Employees or other service users will not be tolerated under any circumstances.***

***Any such incidents will result in the permanent removal of offenders from Town Council premises.***

1. The term “hirer” in these conditions is the person entering into the booking agreement.
2. An application for the booking of facilities belonging to the Council shall be made on the Booking Form (obtainable from the Clerk of the Council).
3. All booking charges payable to the Council must be completed within the deadlines stipulated on the invoice. Payment shall be made in accordance with the Council’s scale of charges in force at the time the premises are used.  
**Failure to make payment by the due date will result in cancellation of the booking.**
4. Hirers failing to pay invoices will bear the full cost of recovery of the outstanding amount of monies owed to the Town Council.
5. The Council reserves the right to refuse any booking application.
6. The Council reserves the right to cancel a booking at any time and the Council will not be liable to pay any compensation.
7. The Council reserves the right to terminate a booked activity if the Council considers that the activity is of an objectionable or undesirable nature. The Council will not be liable to pay any compensation.
8. The Council reserves the right to terminate a function if the activity is not safely conducted. The Council will not be liable to pay any compensation.

9. **Cancellation of a single booking by the hirer:** if the hirer cancels the hiring within one calendar month of the proposed date of booking, the hirer is required to pay the hire charge in full. All cancellations must be in writing from the hirer.
10. **Cancellation of a block booking by the hirer:** all cancellations must be in writing from the hirer. In such instances, the hirer will be charged the appropriate hire charge for the next calendar month from receipt of the hirer's letter indicating cancellation of the booking.
11. The Council reserves the right of entry to any person at any time.
12. The hirer shall not, without the previous consent from the Council in writing, use the premises for any purpose other than that stated on the Booking Form.
13. The hirer shall not sublet the premises without the written consent of the Council.
14. The hirer must enter and vacate the premises between the hours stipulated on the booking form.
15. The hirer shall be liable for any loss or damage caused to the premises, as a result of the booking, or to the Council's fixtures, fittings, furniture, equipment, etc. The hirer will fully indemnify the Council for any such loss or damage.
16. The hirer's property shall be in the care and custody of the hirer during the period of hire. The Council cannot accept responsibility for any loss of or damage to any property arising out of the booking. The Council cannot accept responsibility for any injury which may be incurred by or be done or happen to any person(s) during the booking arising from the neglect or default of the hirer.
17. The hire must leave the premises in a clean and tidy condition following each booking session and ensure that all equipment is removed or stored in the correct manner.
18. The hirer shall indemnify the Council against all costs, claims and proceedings and demands arising from the hirer's act, neglect or default.
19. The hirer is advised to consider taking out insurance cover for the period of hire. The Council may insist on the "hirer" taking out such insurance cover. In such cases, the booking will not commence until the Council is satisfied that appropriate insurance arrangements are in place.
20. The booked premises shall not be used in such a manner to cause any increase risk of fire or invalidate any policy of insurance.
21. All doors giving exit from the hired property shall be kept unfastened and unobstructed and immediately available for exit during the whole period of the booking.
22. The hirer must clearly indicate on the Booking Form whether the activity involves the passing of fees, donations or entrance money to an instructor or organiser.

23. The hirer is totally responsible for the erection and dismantling of equipment. This equipment can only be erected and dismantled during the time stipulated on the Booking Form. All equipment must be either stored or removed from the premises at the end of the booking.
24. The hirer shall not modify the premises (e.g., erect signs, posters etc) or fittings without the prior written consent of the Council.
25. The Council reserves the right to modify these conditions as may be considered necessary or desirable.
26. The Council's decision in any of the matters referred to above shall be final.

### **FIRE SAFETY INSTRUCTIONS FOR ALL HIRERS**

**In order for Knowsley Town Council to comply with the statutory fire safety regulations in all its premises, all hirers must ensure that they adhere to the following fire safety instructions when using the building.**

1. Hirers must not block any fire escape routes during their use of the premises.
2. Hirers must not knowingly use any flammable materials whilst on the premises.
3. Hirers must ensure that members of their organisation are made aware of the fire safety instructions.
4. In the event of a fire, hirers must ensure that their organisation complies with the evacuation instructions as displayed around the building.
5. In the event of a fire, hirers must not re-enter the building once evacuated.
6. In the event of a fire, hirers must ensure that their members assemble at the designated assembly point as displayed on the fire evacuation instructions around the building.
7. Hirers must inform a member of staff in the event of a fire and evacuate the building immediately.
8. Smoking is **NOT** permitted, in any circumstances, in Town Council premises.