**Liskeard Community Fair**

**Fer Kemnyniethek Lyskerrys**

**Application Form**

**5th April, 2025**

Please complete this form and return it to Mandy Hancock, 3-5 West Street, Liskeard, PL14 6BW or by email to: assistant@liskeard.gov.uk by 9am Monday 17th February.

|  |  |
| --- | --- |
| Name of Organisation |  |
| Contact Name |  |
| Contact Address |  |
| Contact Telephone Number(s) |  |
| Contact Email Address |  |
| Can ***you*** promote the event on *your* social media please? **What is your user name**? we can add you to our social media posts | Facebook:Twitter:Website: |
| Are you having an activity on your stand?We will give priority to stalls which run activities if we are oversubscribed | YES / NO |
| If yes, what are you planning on doing?*We may use this info in our publicity*  |  |
| Does your organisation assist clients with accessibility issues? | YES / NO |
| We will send all applicants an electronic copy of the event poster. If you can pass it to all your contacts it would be great to encourage people to attend. |

**Please let us know what size table you would prefer, we can’t guarantee you will be allocated this, but it will be helpful to know who would prefer smaller tables**

|  |  |
| --- | --- |
| **Tick Preferred Size** | **Table Size** |
|  | Smaller (min approx. 2 ft x 2ft) |
|  | Larger (min approx. 4ft long) |
| Do you need to be beside another organisation? Who? (we will do our best to put your tables beside each other, but can’t guarantee it) |

**Eligibility Criteria:**

Please ensure that your organisation fits into one of the following categories:

* Not for profit organisation operating in the Liskeard area
* Public sector advice and guidance team
* Organisation providing services to local residents
* Not a political group

Priority will be given to:

* Organisations benefitting the community
* Organisations having an activity on their stand *to get visitors at the Fair engaged*

There will be no political parties at the Community Fair.

The only raffle to be held on the day will be the one for the Mayor’s Charity (Next Steps Stroke Club). If stall holders could bring a raffle prize for this it would be appreciated.

Other activities to raise funds for your organisation are permitted, e.g. tombola, sale of new and preowned items, etc (no food items).

Please be aware that photographs may be taken at the Fair and used on future publicity.

The Public Hall discourages the use of single use plastic in line with Liskeard’s Plastic Free status. Please ensure that no balloons or single use plastic are used on your stall.

**Please complete the Privacy page** so that we have your consent to retain your contact information. If we don’t have consent we will not be able to contact you in the future about events such as this.

**Liskeard Town Council**

**Privacy**

Your privacy is important to us and we would like to communicate with you/your organisation. To do so we need your consent. **Please confirm your consent by ticking the relevant boxes and signing below.**

You can grant consent to any or all of the purposes listed. You can withdraw or change your consent at any time by contacting the Town Council office (reception@liskeard.gov.uk).

|  |
| --- |
| Name of Organisation: (if applicable) |
| Contact Name and Address: |
| Email:Telephone No:Website: |

|  |  |
| --- | --- |
|  | Consent to all 1 – 5 sections below  |
|  | 1 | We may contact you to keep you informed about events the Town Council is involved with or other local authority areas including news, events, meetings, clubs, groups and activities. These communications may also sometimes appear on our website, or in printed or electronic form (including social media).  |
|  | 2 | We may contact you about groups and activities you may be interested in participating in |
|  | 3 | We may forward your contact details to any member of the public or organisation who is interested in your organisation.  |
|  | 4 | We may publish your organisation’s contact details online or in print |
|  | 5 | Keeping in touch: Yes please, I would like to receive communications by email Yes please, I would like to receive communications by telephone Yes please, I would like to receive communications by social media (for example Facebook, Twitter) Yes please, I would like to receive communications by post |
| Signed: |
| Print Name:  | Date: |

The Town Council’s Privacy Notice is available online: <https://bit.ly/36BH9T3>