

**Liskeard Community Fair
Fer Kemyniethek Lyskerrys**

Application Form

21st March, 2020

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 Friday 21st February.

Name of Organisation	
Contact Name	
Contact Address	
Contact Telephone Number(s)	
Contact Email Address	
Can you promote the event on <i>your</i> 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? <i>We will give priority to stalls which run activities if we are oversubscribed</i>	YES / NO
If yes, what are you planning on doing? <i>We may use this info in our publicity</i>	
Would you be able to email your supporters / contacts an electronic copy of the poster for the event? We will supply it in jpg format which is suitable for social media.	YES / NO
Are you looking to recruit volunteers? Volunteer Cornwall will be attending the Fair and can publicise volunteering opportunities, you can email LauraC@volunteercornwall.org.uk if you have any volunteering questions. We are also looking at how we might publicise local volunteering opportunities online. Would you be interested being part of this?	YES we would like Volunteer Cornwall to include us on a list of organisations looking for volunteers. NO thank you YES / NO Please also state if the contact details for this are different to those you've given above:
Does your organisation assist clients with accessibility issues?	YES / NO

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
	59cm x 59cm (approx. 24" x 24")
	75cm x 75cm (approx. 30" x 30")
	110cm x 54cm or (approx. 44" x 21") 2 tables placed side by side – both tables 59cm x 59cm Totalling 118cm x 59cm (approx. 47" x 24")
	150cm x 75cm (approx. 60" x 30")
	183cm x 76cm (approx. 73" x 30") or 189cm x 68cm (approx. 75" x 27")

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 Charities (The Dreadnaught Centre and Get Together Cornwall). If stall holders could bring a raffle prize for this it would be appreciated.

Please be aware that photographs may be taken at the Fair.

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.

Privacy

Your privacy is important to us and we would like to communicate with you and 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.

Name of Organisation:
Contact Name and Address:
Email and Telephone No:

<input type="checkbox"/>	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).
<input type="checkbox"/>	We may contact you about groups and activities you may be interested in participating in
<input type="checkbox"/>	We may use your name and photo in our newsletters, bulletins or on our website, or our social media accounts (for example our Facebook page or Twitter account)
<input type="checkbox"/>	We may forward your contact details to any member of the public or organisation who is interested in your organisation.
<input type="checkbox"/>	We may publish your organisation's contact details online
<input type="checkbox"/>	Keeping in touch: Yes please, I would like to receive communications by email
<input type="checkbox"/>	Yes please, I would like to receive communications by telephone
<input type="checkbox"/>	Yes please, I would like to receive communications by social media (for example Facebook, Twitter)
<input type="checkbox"/>	Yes please, I would like to receive communications by post
Signed	
Print Name	Dated

