GARDENERS’ QUESTION TIME
Host Questionnaire

THANK YOU FOR GETTING IN TOUCH WITH US ABOUT HOSTING A GARDENERS’ QUESTION TIME!

PLEASE COMPLETE THE QUESTIONNAIRE AFTER READING THE INFORMATION BELOW.

PRACTICAL REQUIREMENTS:

CAPACITY: The venue must be able to safely seat a minimum of 150 – 200 people

POWER SUPPLY: The venue must have its own power supply, at least 2 x 13 amp, 240volt sockets.

PARKING: The Venue must have suitable parking available for our Outside Broadcast vehicle (a transit van: 2m wide, 2.8m high, 6m long). This needs to be parked within 100 metres of the venue and we must be able to run cables safely from the truck into the venue without crossing roads or any major thoroughfare.

RISK ASSESSMENTS/LICENCES: If your application is successful, as the Venue Host you will be responsible for completing a venue risk assessment. In this you should state the arrangements for:

- Capacity
- Seating
- Fire exit routes
- Types of performances/events allowed in the facility
- First Aid arrangements

You will also responsible for contacting your local authority to establish whether consents, fire risk assessments and licenses are needed. Many venues will have these already in place.

The Gardeners’ Question Time production team will liaise with you to ensure that all relevant risk assessments and licenses are complete prior to the record.

FIRST AID FACILITIES: As the venue host, you will be responsible for ensuring that there are sufficient first aid facilities for your audience. There must be a minimum of two first aiders of MEDIC level qualification at the venue during the recording, and at least one first aider for every 100 people in attendance. St
Johns Ambulance can provide the appropriate level of cover though they charge for their services: T: 08700 10 49 50 or [http://www.sja.org.uk/](http://www.sja.org.uk/)

**DISABLED ACCESS:** Under the Disability Discrimination Act (DDA) 1995 all venues open to the public should have disabled access. If your venue is exempt from this for any reason, please provide details below along with any further details disabled people wishing to attend the recording will need to be aware of.

**FUNDRAISING & SPONSORSHIP:**

If your application is successful it is very important that you abide by the BBC rules and regulations regarding fundraising and sponsorship. The event must be a non-profit making event. You must not seek any sponsorship or organise any fundraising for or at this event.

**TICKETS:**

Gardeners’ Question Time will provide you with tickets for the event for you to distribute to audience members. You are not obliged to charge for tickets, but you may charge up to £4.50 per head to cover any costs that you may incur in staging the event - e.g., venue hire, first aid, etc. This charge must include a glass of wine, cup of tea or coffee. If you provide wine then a non-alcoholic beverage must also be available. It is important to note that no money taken from ticket sales will go to the BBC or the production company.

**PLEASE NOTE:**

* Return of this form does not constitute an agreement between you and us.

* Return of this form does not constitute a place on a ‘waiting list’ - if your application is suitable, and we feel that we can bring the show to you, then we will be in touch to advise you as to what the next steps will be.

* GQT doesn't operate a chronological ‘waiting list’ and so we cannot provide an approximate waiting time from your application being received to a potential visit. In order to make the best show we can, 52 weeks a year, every year, we have to take a lot of factors into account when planning where to visit. We really do appreciate your patience and understanding of this.

**PHOTOGRAPHS:**

It is not essential, but it would be helpful to have some photographs of the proposed venue/s if possible.

**OTHER INFORMATION:**

Please do include any links to websites or background information on your society.
THANK YOU AND WE LOOK FORWARD TO RECEIVING YOUR COMPLETED QUESTIONNAIRE.

Privacy Notice

The personal information you provide on this form will be collected and processed by Somethin’ Else, the independent production company which makes Gardeners’ Question Time for the BBC. We are committed to being transparent about how we collect and use your data and meet our obligations under the Data Protection Act 2018.

What information does Somethin’ Else collect?

We collect a range of information about you (the person making the host application). This includes:

- your name, address, name of your society and contact details, including email address and telephone number;

Information about your venue, venue contact person, safety contact person. This includes:

- venue name, address and website;
- name of venue contact person and their personal data, including phone number and email address;
- practical venue details, including accessibility for people with disabilities, toilets, heating, first aid facilities and parking;
- personal data pertaining to the person at the venue responsible for arranging risk assessments, licensing and insurance (the safety contact person)
We collect this information via the Gardeners’ Question Time Host Questionnaire. We may also need to collect information relating to all of the above via emails and phone calls with you and/or the venue contact and/or the safety contact.

**Why does Somethin’ Else process personal data?**

The legal basis on which we process your personal data is our legitimate interest in completing the host application process and for keeping records of the process. Processing data from applicants allows us to manage the process, assess and confirm the venue’s suitability and decide if we will host Gardeners’ Question Time there. We need to process data to be able to contact you, the venue contact and the safety contact. In some cases, we need to process data to ensure that we are complying with our legal obligations.

Where we process your personal information for our Legitimate Interests, we will carefully consider any impact on you and will not use your personal information where such impact overrides our interests.

**Who has access to this data?**

Information may be shared internally for the purposes of the host application process. This includes sharing information with members of Somethin’ Else’s Gardeners’ Question Time production team.

We will not share your data with third parties.

**How does Somethin’ Else protect data?**

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

**For how long does Somethin’ Else keep data?**

If your application to host a Gardeners’ Question Time is unsuccessful, we will delete and/or destroy your data one year from the date you made the application.

If your application is successful, personal data gathered during the process will be transferred our production files (electronic and paper based) and retained until it is no longer needed for the purposes of making Gardeners’ Question Time. The periods for which your data will be held can be obtained by speaking with the Gardeners’ Question Time production team.

**Your rights**

You can:

- access and obtain a copy of your data on request;
- require us to change incorrect or incomplete data;
- require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where Somethin’ Else is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, or if you believe that Somethin’ Else has not complied with your data protection rights, please contact the Gardeners’ Question Time production team by sending an email to gardenersquestiontime@somethinelse.com

**What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to Somethin’ Else during the application process. However, if you do not provide the information, we may not be able to process your application properly or at all.
GARDENERS’ QUESTION TIME HOSTING QUESTIONNAIRE

PLEASE COMPLETE THE FOLLOWING AND RETURN TO:

By email to: gqt@bbc.co.uk

By post to: Gardeners’ Question Time, PO Box 65607, London N1P 1RU

If you have any questions while completing this form, please email the above address with your queries.

1. **Society Details:**
   *(Please type inside the shaded boxes, then save and return the form.)*

   Name of society: ____________________________________________________________
   
   Contact Name: ______________________________________________________________
   
   Role in society: _____________________________________________________________
   
   Address: _________________________________________________________________
   
   Postcode: _______________________________________________________________
   
   Telephone: ________________________________________________________________
   
   Email: _________________________________________________________________

2. **Venue Contact Details:** *(if you have multiple options, please list separately)*

   Venue name: ______________________________________________________________
   
   Venue address: ___________________________________________________________
   
   Venue postcode: __________________________________________________________
   
   Venue contact: ____________________________________________________________
   
   Venue telephone: __________________________________________________________
   
   Venue email: ______________________________________________________________
   
   Venue weblink (if applicable): ______________________________________________
available)

Seating Capacity (must be able to safely seat a minimum of 150-200 people):
3. **Venue Practical Details:**

Does the venue have the following:

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<th>Disabled Access:</th>
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<tr>
<td>Toilets:</td>
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<tr>
<td>Heating:</td>
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<tr>
<td>Disabled Toilets:</td>
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<tr>
<td>A Hearing induction loop:</td>
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<td>First Aid Facilities: (this can be arranged via St Johns Ambulance):</td>
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<td>At least two normal 13amp, 240volt plug sockets.</td>
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Parking for an Outside Broadcast truck (size 2m wide x 2.8m high x 6m long) which needs to be parked within 100 metres of the venue and cabled directly into the venue without having to cross any roads of other major thoroughfare. Please provide a map if this would be helpful:

**Risk Assessments / Licensing / Insurance:**

Please confirm that you are happy to arrange Risk Assessments, Licenses and Insurance for the venue, or please give details as to who will manage this for your venue:
Event Volunteers

Please give details as to how you will organize volunteers to assist you with ticketing, refreshments, ushering, first aid, etc.

Please Note: You will need a minimum of 4 ushers for an audience of 200.
4. **Dates**

Please note, our regular record day is on a Tuesday and we will need access from approx 14:00 to approx 21:00.

Please consider and advise:

Any dates you know are NOT AVAILABLE:

Any dates you would PREFER us to visit you:

Any special calendar dates, e.g., an anniversary, etc; with details:

- Or -

No preference for date: (tick)
5. **Gardening Society details:**

a. Please tell us why you would like Gardeners’ Question Time to record a programme at your venue:

b. Have you, or your chosen venue, ever hosted a radio programme before? If your answer is yes please provide details of the programme, including broadcaster:
c. Has Gardeners’ Question Time, to your knowledge, ever been to your area before?

____________________________________________________________________________________

d. How many members are there in your society / organisation?

____________________________________________________________________________________

e. Tell us about local gardening things of interest – people, venues, conditions, quirks…

____________________________________________________________________________________
6. **Advertising the Event**

If you are successful in your application it is important that you are able to guarantee an audience of approximately 200 keen gardeners.

a. Do you have experience of organising regular events? If yes please give details:

b. What is the largest event you have organised? Please provide audience numbers:
c. Have you ever collaborated with other local gardening societies? Would this be something you would consider for this event?

d. Please provide details as to how and to whom you will advertise this event.