



Application for permission to use Council facilities at no cost

A charge of £10.00 is made for a maximum number of 6 free of charges uses to be applied for, in any 12 month period.

Please Note - The Council will **not permit** free of charge use of facilities for the following:-

- a. Companies, private businesses or organisations seeking to make profit or financial gain for their business or organisations *
 - b. Individuals seeking to make personal financial gain.
- (*The Town Council may consider an exception for a new organisation wishing to start up and located within the parish. If this is relevant to the application, please speak to the Town Clerk & RFO in the first instance.)

1	Name of Organisation or Individual	Richard Pym
2	Name, Address and Status of Contact	52. GARD AVE TORPOINT
3	Telephone Number of Contact	07905 823 407
4	Email of Contact	richardpym@gmail.com
5	Reason for the request	illustrated table
6	Please list the beneficiaries from any free use of the facilities	
7	Is the organisation a Registered Charity?	No
8	If an organisation, please confirm bank statement or accounts are enclosed	
9	Please confirm the status of the organisation (if applicable)	PRIVATE INDIVIDUAL
10	Venue and Dates (s) Required	19-20 27 TH JUNE 2024
	Notional Value of Hire (To be completed by the Council Officer)	

You may use a separate sheet of paper to submit any other information which you feel will support this application. By signing this form you are agreeing to provide the Council with a receipts and payments record within 28 days of the event or use and also confirming that no individual is making personal financial gain from the event or use.

Signed.....*Richard Pym*..... Date *13TH May 2024*.....

This form to be completed and returned to the Town Council Offices within 28 days of the event.

Event Income (Please provide a breakdown of income)	£	p	Event Expenses (Please provide a breakdown of expenses)	£	p	Are receipts available if required)
Total Income			Total Expenses			
Surplus Income over Expenses for use by Charity						
<p>I confirm that the above information is a true and accurate record of the event/use of facilities at no cost and that records are available if required.</p> <p>I further confirm that Torpoint Town Council and the use of the facilities at no cost will be mentioned in any publicity connected to this event.</p>						
<p>Signed Date</p>						