

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	Torpoint Town Partnership
2	Name, Address and Status of Contact	Mrs K Brownhill 13 Goad Ave Torpoint PL11 2 ND Treasurer
3	Telephone Number of Contact	
4	Email of Contact	Abrown7357@aol.com
5	Reason for the request	Charity dog show & community Christmas Carols
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	Clerk has latest statement
9	Please confirm the status of the organisation (if applicable)	
10	Venue and Dates (s) Required	Benodet Garden 18/8/24 & 11/12/24
	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...K Brownhill..... Date12/3/24.....

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)
Entry fees, raffle & refreshment sales	396	46	Rosettes	19	00	
			Gift certificate for prize	10	00	
			Flowers for judge	6	50	
			Items for refreshments	14	50	
			As above	7	10	
	396	46	Total Expenses	57	10	
Surplus Income over Expenses for use by Charity	339	36				

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.
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.

Signed ...K Brownhill Date ...6/9/24

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