



**Application for permission to use Council facilities at no cost**

A charge of £15.00 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	
2	Name, Address and Status of Contact	
3	Telephone Number of Contact	
4	Email of Contact	
5	Reason for the request	
6	Please list the beneficiaries from any free use of the facilities	
7	Is the organisation a Registered Charity?	
8	If an organisation, please confirm bank statement or accounts are enclosed	
9	Please confirm the status of the organisation (if applicable)	
10	Venue and Dates (s) Required	
	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..... Date .....



# TORPOINT TOWN COUNCIL

## FREE OF CHARGE USE OF COUNCIL FACILITIES

Torpoint Town Council endorses the Lettings Policy and recognises the principles therein, namely: -

- (i) That Council premises represent a significant capital investment and should be fully utilised;
- (ii) Is a valuable community resource;
- (iii) Council usage constitutes a natural priority;
- (iv) That a surplus is welcome when derived from private or commercial usage but is not the objective when facilitating council or public engagement activity by designated users (e.g. public meetings).

The Town Council understands that it will from time to time receive requests for Council facilities to be used free of charge. This could be, for example, in pursuance of the needs for a local Charity or in response to a major disaster that requires an urgent injection of finances to alleviate suffering. The purpose of this document is to act as a guidance to assist Council members to decide on this matter.

### **Torpoint Town Council**

Torpoint Town Council will use the facilities free of charge for

- **Town Council** meetings (including Council, Committee, Working party and others solely for Council based business)
- **Town Council** organised public meetings
- **Town Council** based or organised training
- **Town Council** operational meetings (including staff, meetings with principal authority representatives, meetings with other groups hosted by the Town Council, meetings with other representatives etc.)
- **Town Council led initiatives** (e.g. Festival Events, National Celebrations).

Additionally there will be other occasions that necessitate free of charge use for civic functions and these will include

- Civic parades and ceremonies
- Freedom of Torpoint parades and receptions
- Mayoral receptions for visiting dignitaries, organisations including foreign visitors, Captain of HMS RALEIGH.

### **Town Mayor**

It is recognised the Town Mayor raises money for local charities and leads the community in responding to national and international disasters. The Town Council will allow the Town Mayor to utilise Town Council facilities on a maximum of 6 occasions to facilitate raising finances for charitable causes. These will include

- Funds raised for the Mayors Charity (ies)
- Funds raised for recognised charities
- Funds raised in response to national and international disasters.

## **External Requests**

The Council will from time to time receive requests for free use of facilities and without free use it can be demonstrated that the organisation, charity or individual cannot finance the event or use. The Council will then consider the application provided one or both of the following applies

- That free use of the facilities will benefit residents within the parish of Torpoint
- That free use of the facilities will benefit other organisations and/or charities
- That the event is in pursuance to a national or international disaster.

The applicant will also be expected to complete the application form to use the facilities. With your completed application, you are required to submit a recent bank statement/set of annual accounts. The Council will expect a full receipts and payments account of the event to be submitted within 28 days of the event or use.

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Individuals seeking to make personal financial gain.

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