

**TORPOINT TOWN COUNCIL**

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

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

**Companies, private businesses or organisations seeking to make profit or financial gain for their business or organisations \***

**Individuals seeking to make personal financial gain.**

> \*The Town Council might 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 in the first instance.

1.	Name of Organisation or individual	The Coppola School of Performing Arts
2.	Name, Address and Status of Contact	49a Chapeldown Road, Torpoint, Cornwall PL11 2HU
3.	Telephone Number of Contact	07889063330
4.	Reason for the request	A small dance performance for 50 children, between the ages of 8-18. This will be the first time performing since 2018 for some students and the first ever performance for the rest.
5.	Please list the beneficiaries from any free use of the facilities	No financial benefits but the benefit of physical activity and personal growth for the students.
6.	Is the organisation a Registered Charity?	No
7.	If an organisation, please confirm bank statement or accounts are enclosed	
8.	Please confirm the status of the organisation (if applicable)	
9.	Venue and Dates (s) Required	Monday 6 <sup>th</sup> , Tuesday 7 <sup>th</sup> Wednesday 8 <sup>th</sup> , Friday 10 <sup>th</sup> and Saturday 11 <sup>th</sup> or June. Times have been submitted to Admin
	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...Mrs. K. J Brown.....Date ...16/05/2022.....

## TORPOINT TOWN COUNCIL

### Application to use facilities at no cost or for use by the Town Mayor

**This form to be completed and returned to the Assistant Town Clerk 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)
Ticket Sales	696		Additional Costumes and Fabric	409	55	Breakdown and Receipts available
			Additional Lights	100	00	Private Hire, No
			Lighting and Sound Hire	200		Yes
<b>Total Income</b>	<b>696</b>		<b>Total Expenses</b>	<b>709</b>	<b>55</b>	
<b>Surplus Income over Expenses for use by Charity</b>						
<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..... <u>Kelly-Jane Brown</u> ..... Date..... <u>21/07/2022</u> .....</p>						