



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	FOTP
2	Name, Address and Status of Contact	Leanne Jones treasurer 9 Murdock Road Torpoint PL112DT
3	Telephone Number of Contact	07875 600532
4	Email of Contact	Cabbage__bag@hotmail.com
5	Reason for the request	Free Room Hire
6	Please list the beneficiaries from any free use of the facilities	FOTP Community of Torpoint
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)	Torpoint council chambers 8th November Benodet Park 6th December
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.....