Agenda 16a)

F+OC
03/11/26

Torpoint Town Council

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	Torpoint Town Partnership
2	Name, Address and Status of Contact	Mrs K Brownhill 13 Goad Ave Torpoint PL11 2ND Treasurer
3	Telephone Number of Contact	07914894798
4	Email of Contact	Abrown7357@aol.com
5	Reason for the request	Lantern making workshop and gingerbread decorating
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)	14th Nov 2026 AJSO
10	Venue and Dates (s) Required	Council hall 21st Nov 2026 – lanterns Committee room 21st November - gingerbread
	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..... Date .....1/10/26.....