

Town Council of Todmorden
Application Form for Payment of Town Hall Hire for an event

***APPLICATIONS MUST BE RECEIVED AT LEAST 14 DAYS BEFORE THE DATE OF THE EVENT**

N.B. RETROSPECTIVE APPLICATIONS WILL BE REFUSED

Name of Organisation:

Contact person name:

Address:.....

Telephone:.....(daytime)..... evening/weekend

e-mail

If this is your first ever application for payment of Town Hall hire, please attach a short description of what your group/organisation is and what it does.

Date of event.....

***Please refer to the notice at the top of this letter)**

Number of hours booked (including preparation and clearing).....

Cost of booking

Town Hall room to be used: (please tick)

Court room	<input type="checkbox"/>	Committee room A	<input type="checkbox"/>	Committee room C	<input type="checkbox"/>
Ballroom	<input type="checkbox"/>	Kitchen	<input type="checkbox"/>		

Type of event:

Fair	<input type="checkbox"/>	Coffee morning	<input type="checkbox"/>	Exhibition	<input type="checkbox"/>
Dance	<input type="checkbox"/>	Other	<input type="checkbox"/>		

If other, please specify:.....

.....

If applicable, will Fairtrade refreshments be served at your event? Yes/No/N/A

What will the money raised be spent on?

- i) Group's running costs/core funding
- ii) Project

If project, please give brief description:

.....

.....

(Todmorden Town Council is in principle happy to support fundraising for the core funding/running costs of organisations)

The Town Council will in principle only pay the hire for fundraising events or for events which provide entertainment or information for Todmorden people. Further guidelines for applications can be found below).

.....
Name and signature of person responsible for application Date

Evidence of payment by either booking form or receipt must be provided before payment can be released, but this may be forwarded to the office after the application, to comply with the deadline.

PLEASE RETURN TO: The Clerk, Todmorden Town Council, Todmorden Community College,
Burnley Road, TODMORDEN. OL14 7BX. Tele: 01706 548135.
Fax: 01706 548136 e-mail clerk@todmordencouncil.org.uk.

GUIDELINES FOR APPLICATIONS

- The public should be admitted to the event taking place.
- Ceilings per annum apply in terms of time and money of up to 26 hours, and no more than £600 respectively.
- In general a let is considered to be one date, with the exception of any existing annual long-standing lets.
- Each application is looked at on its own merit, and taking account of the resources available at the time of receipt.
- Todmorden Town Council assistance is subject to organisations complying with Calderdale Council’s health and safety, and maximum capacity requirements for the room(s) being booked.
- Todmorden Town Council supports Todmorden ‘Fairtrade Town Campaign’ and strongly recommends that all groups applying for refunds of Todmorden Town hall hire charges use Fairtrade refreshments whenever practically possible.

PLEASE ALSO REFER TO PAGE 3 FOR A DETAILED EXPLANATION OF THE SCHEME.

SHEET 3 DOES NOT FORM PART OF THE APPLICATION FORM.

Dear Applicant,

REFUND OF PAYMENT OF TOWN HALL HIRE FOR AN EVENT – EXPLANATION OF SCHEME

Pages 1 & 2 comprise the application form for completion and return to the Town Clerk, Todmorden Town Council. Actual **booking** of the Town Hall has to be arranged with Calderdale Council via their Halls Lettings Department at Central Library, Northgate, Halifax, HX1 1UN (telephone 01422 392601) or alternatively via the Supervisor at Todmorden Town Hall (telephone 01706 813597).

This grant support is available to all voluntary organisations active within the boundaries of the Township of Todmorden. The Town Council will however only support events which are intended to raise funds for organisations or projects in Todmorden, or which provide entertainment or information for inhabitants in Todmorden. The Council will not pay for membership meetings, AGMs or other types of internal events (for other conditions please refer to the application form).

The application form has to be received by the Town Clerk at least 14 days before the planned event.

After the event you will need to fill in a short report form to tell the Council how this went and the following details will be needed:

1. How much money you raised
2. How many people came (approximately)
3. How many people helped at the event and in organising it (approximately)

This information will not be used to check up on you or to judge future events by your organisation. Your information will contribute to create annual statistics, so that the Council can report to Todmorden tax payers how much money in total the Town Hall Hire Grant Scheme raised for Todmorden groups and how many people got involved each year. The Report Back Form is also available to download.

The Town Council wishes your organisation the best of luck for the future.

Yours faithfully,



C Emberson.
Town Clerk.