

**Town Council of Todmorden**  
**Report Form for Town Hall Hire Grants**

**This form has to be returned to Todmorden Town Council within three weeks of the date of the event.**

(We apologise for asking some questions which are the same as on your application form, but this saves photocopying costs when the information is presented to the Members of the Council)

Name of Organisation: .....

Contact person name: .....

Address:.....

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

e-mail .....

Date of event.....

Town Hall room 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:.....

How many people attended the event (approximate numbers)?.....

How many people helped to stage/organise the event (approximate numbers)?.....

How much money was raised? .....

How much money was spent organising the event? .....

(approximate figures – not including Town Hall hire)

Is there anything else you want to tell us about the event?

.....

.....

Do you have any comments about the Town Hall and its facilities?

.....  
.....

What will the money raised be spent on?

i) Group's running costs/core funding

ii) Project

If project, please give brief description: .....

.....  
.....

**OR**

This is not a fund-raising event

.....  
Name and signature of person filling in the form

Date

.....  
Position (if any) of person filling in the form

PLEASE RETURN TO: The Clerk, Todmorden Town Council, Todmorden Community College,  
Burnley Road, TODMORDEN. OL14 7BX. Tel: 01706 548135.  
Fax: 01706 548136 or e-mail [clerk@todmordencouncil.org.uk](mailto:clerk@todmordencouncil.org.uk)

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