

AC: 22/1/20

Item 7d AC 22/1/20

DB✓

19/20-03

Todmorden Town Council 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: FRIENDS OF OVERGATE - TODMORDEN

Contact person name: [REDACTED]

Address: [REDACTED]

[REDACTED]

Telephone: [REDACTED]evening/weekend

e-mail:

Date of event: 22-10-19

Town Hall room used: (please tick)

Court room Committee room A Ballroom

Kitchen

Type of event:

Fair Coffee morning Exhibition

Dance Other

If other, please specify:

.....

How many people attended the event (approximate numbers)? 30

How many people helped to stage/organise the event (approximate numbers)? 6

How much money was raised? £133

How much money was spent organising the event?
(approximate figures – not including Town Hall hire)

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

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

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.....
.....

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

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.....

What will the money raised be spent on?

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

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

OR

This is not a fund-raising event

.....

Signature of person filling in the form

.....

Full name

..... 22-10-19

Date

..... TREASURER

Position in organisation/group

PLEASE RETURN TO: The Clerk, Todmorden Town Council, Todmorden Community College
Burnley Road, TODMORDEN OL14 7BX
e-mail: admin@todmorden-tc.gov.uk
tel: 01706 548135
