**TOTNES CIVIC HALL**

**DESIGNATED USER APPLICATION FORM**

The Paige Adams Trust would like to support local charities and organisations who provide a community service within Totnes. Applications for Designated User status, together with supporting paperwork, will be reviewed by the Paige Adams Trustees at the next Trust meeting following receipt of the application. If the decision is made to award Designated User status then a 50% discount on Civic Hall hire will then be applicable on all future hire charges. No other discounts will apply.

Designated Users will be asked to submit a copy of their accounts annually to enable them to retain the Designated User status each year.

The Trustees reserve the right to amend or withdraw the discount rate at any time in the future without any liability of any kind. Hirers will be given 4 weeks notice of any change.

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| --- | --- |
| Organisation name: |  |
| Please state what type of organisation you are (e.g. charity, CIC, etc): |  | Registration no: |
| Please supply a copy of the organisations constitution. |
| Contact person: |  |
| Position in organisation: |  |
| Phone number: |  |
| Address: |  |
| E-mail: |  |
| Please describe the purpose of your organisation: |
|  |
| What activities/events do you hire the Civic Hall for: |
|  |
| How often do you hire the Civic Hall: |  |
| Which of the following does your event provide (please tick): |
| Health /wellbeing |  |
| Charity fundraising |  |
| Young people support |  |
| Support of the elderly/vulnerable |  |
| Promoting the Arts |  |
| Other community service(Please give details below) |  |
|  |
| What was the organisation’s gross income in the last accounting period? |  |
| What was the organisation’s net profit/loss in the last accounting period? |  |
| Please supply a copy of your latest accounts. If your organisation is part of a larger regional or national organisation, please ensure that the accounts refer to the local branch only. |
| How much has your organisation received in grants in the last 12 months (please give details of the source)? |  |
| What is the organisation’s current bank balance? |  |
| Please supply a copy of the last 3 months bank statements. |
| If the organisation has savings/reserves, please tell us how much and what you intend to use the money for. |  |
| Additional information: |
| Data ProtectionThe information that you have provided will be held by Totnes Town Council. The information will be used to assess your application and will be held securely at all times. The Council/Trust may share the information with external agencies if required by law. If you wish to see the personal data that the Trust holds, please contact the Town Clerk.The Council’s Privacy Notice and Privacy Policy are available at <http://www.totnestowncouncil.gov.uk> .I/we understand that the organisation’s name (as stated on this form) will be included on a designated users list which will be publically available. |
| Signed: | Date: |
| Please scan and send your completed application form and all supporting documentation to: **office@totnestowncouncil.gov.uk**OR**The Secretary to the Charity of Paige Adams****Totnes Town Council****The Guildhall Offices****5 Ramparts Walk****Totnes****Devon****TQ9 5QH** |