

## Guidance notes for completing Form TH4

### Application for discretionary support for room hire at Manchester Town Hall for Charities and Local Groups

Before completing this form organisers should liaise with the Conference Office (Tel: 0161 234 4343) to discuss their specific requirements for the event and to provisionally book the required room. You should obtain a booking reference number from the Conference Office.

**Section 1** should be completed in full.

**Section 2** is where you need to demonstrate how your event meets the Council's Aims and Objectives (*detailed below*) and contributes to its policies, together with any benefits that the event will bring to Manchester. You can use additional notes and attach them to this application.

This form should be returned no later than 8 weeks prior to the event to: The Conference Office, Manchester City Council, Room 101, Town Hall, Manchester, M60 2LA.

#### SUPPLEMENTARY NOTES

- a) Approval of waived room hire charges is made at the discretion of the City Council.
- b) Missing information may result in the application being delayed or even rejected, resulting in full charges being applied.
- c) Organisations will not benefit from a reduction of room hire rates more than once in any two year period. Charities are required to be registered with the Charities Commission and have a local presence in Manchester. A copy of audited accounts are required. Local Groups should be from within the City boundary.
- d) Events that are for the purpose of fundraising or other commercial activities will not receive a reduction in room hire charges.
- e) Applicants are requested to consider off-peak times, such as Mondays or Tuesdays. This can be discussed with the Conference Office when finding a suitable date for the event.
- f) The normal Terms and Conditions will apply to this booking. These will be provided by the Conference Office.
- g) Additional costs associated with the booking, such as catering, additional cleaning and portering e.g. room set-ups and provision of equipment cannot be waived.
- h) The full Room Bookings Policy is available on the Internet. Further information and assistance is available from the Conference Office. Telephone/textphone: 0161 234 3039
- i) All details should be confirmed with the Conference office at least two weeks prior to your event
- j) If you require translation of these notes and/or the accompanying application form (TH4), please contact the Conference Office on 0161 234 4343.

#### Aims and Objectives of Manchester City Council

**Economy:** To create jobs for local people by increasing economic activity and investment

**Population:** To create successful communities and increase the numbers of people living in the City

**Crime:** To reduce crime, disorder and anti-social behaviour

**Health:** To prevent ill-health and improve local people's health and well-being

**Education:** To improve education results and opportunities for young people and to support people into work through training & lifelong learning

**Environment:** To develop and sustain a healthy, safe and attractive environment

**Transport:** To develop an integrated transport system which is safe and accessible to all and respects the environment

**Culture:** To ensure that people have opportunities to participate in arts, sport and cultural activities



The City Council has established a small budget in recognition of the needs of local organisations and charities which would not be able to afford the full room hire costs of rooms within the Town Hall for events which the City Council would wish to support. Applicants should read the Guidance Notes attached and complete the form as fully as possible.

## 1 Organisation details

Your Name

Organisation

Address

Telephone/  
Minicom Number

Email

Fax No

## 2 Event Details

Date of Event ..... Start time ..... Finish time .....

Name of Event ..... Room Required .....

Please tell us on a separate sheet how your event supports the Aims and Objectives of the Council and/or promotes Council policies, and the benefits it will bring to the City of Manchester

**Please provide details of your organisation's annual income by ticking the relevant box:**

Less than £10,000  £10,000 to £100,000  £100,000 to £300,000  Over £300,000

*The above information must be provided and supported by a copy of your Annual Report or Balance sheet*

Number of people attending?

Booking Ref. number

Is the event fund raising?

Refreshments required

Will you charge people to attend?

Food required

Yes/No

Yes/No

Yes/No

Yes/No

TH4 Part 2 (a) - To be Completed by Conference Office Manager

Application received and complete. Approval is Recommended  Not Recommended

Full Waiver  Reduced Room Hire  Recommended Hire Charge £

Comments

Current Subvention Budget Status

Annual Budget £  Suggested Charge to budget £

Current Balance £  New Balance £

Name  Date

Part 2 (b) - To be completed by Head of Trading Services

Approved  Not Approved  If approval is declined please state reason below

.....  
.....

Signed  Date

**Please forward to Strategic Director/Chief Executive were appropriate for consideration**

Part 2 (c) - To be completed by Strategic Director/Chief Executive

Approved  Not Approved  If approval is declined please state reason below

.....  
.....

Signed  Date

**Please forward to the Conference Office**

Part 2 (d) - For completion by the Conference Office

Booking arrangements confirmed with customer

Spreadsheet details complete

Initials of booking officer and date