



APPLICATION FORM
FOR CHARITABLE & CULTURAL USE OF HUNTSHAM COURT

YOUR ORGANISATION DETAILS

Organisation Name:

Registered Charity: Y/N If yes Charity /Company Number:

Website:

Synopsis of organisation:

Geographical area that the organisation works in:

PARENT ORGANISATION

If you have a parent organization that would need to authorize the event please give details and contact details:

Organisation Name:

Charity or Company Number:

Website:

Contact Person:

Position:

Email:

Tel:

'PARTNERSHIP' ORGANISATION FOR PROPOSED EVENT

Are you thinking of a 'partnership' event involving another organization? If so , please give details:

Organisation Name:

Charity or Company Number:

Website:

Contact Person:

Position:

Email:

Tel:

FUNDRAISING FOR (ORGANIZATION OR INDIVIDUAL DETAILS)

If you are hoping to fundraise or have an event for a third party organization or charity please give their details below:

Organisation Name:

Charity or Company Number:

Website:

Contact Person:

Position:

Email:

Tel:

IF FUNDRAISING....

.... what specifically are you fundraising for?

Do you have a financial target to raise to?

CONTACT PERSON (the applicant must be the contact person)

Title:

First Name:

Surname:

Position:

Email:

Tel:

Mobile:

Fax:

Please tick here to confirm that you are authorised by the organisation above to act on their behalf and make decisions in this matter:

YOUR PROPOSED EVENT

Brief description of proposed Event:

What people will be attending (E.G. elderly, children, families, adults, all female etc.):

Is it a fund raising event? Y/N

Expected / Intended Numbers (max 120 guests at any one time):

EVENT FOOD AND DRINK

Please briefly summarise what food and drink you are thinking of (if any) for your event (e.g. buffet / canapés / pay bar / comp bar / etc.):

IDEAL DATES / TIMES (application must be at least 4 months before)

Please number the time of the day from 1-3 which you would prefer your event, (1 being the preferred, 3 being the least liked): **Morning Afternoon Evening**

Please number the days of the week from 1-4 which you would prefer you event, (1 being the preferred, 4 being the least liked): **Mon Tues Wed Thurs**

Preferred dates (please give some dates / months / year):

OTHER INFORMATION

Please give details of any other information that you feel would be useful in reviewing this application: this may include what is innovative and exceptional about your proposal.

APPLICATION SUBMISSION

Attachments: Please feel free to include any other information, leaflets etc. which you think would be useful for us to contextualise your application.

Delivery: Please return all applications to Rachel Gilmour, market 'Hotspots' either by email: hotspots@huntshamcourt.co.uk (telephone 01398 361 277) or by post to: Hotspots, Huntsham Court, Huntsham, Devon, EX167NA. We recommend keeping a copy on file for reference.

Deadlines: We have a rolling deadline and we aim to review applications within 4 weeks. Applications can be made for proposed events upto 18 months after the application deadline.

T&Cs.: The decision of the selection committee is final and all submissions are considered on the basis that the information provided in, and with, the application is truthful, fully disclosed, honest and a fair representation of intention.

APPLICANT SIGNATURE:

Print Name:

Please tick here to confirm you understand the T&Cs above.