

# ANNUAL REPORT TEMPLATE



Name of Group: \_\_\_\_\_

Period Covered: \_\_\_\_\_

Please provide a copy of the Minutes of your Annual General Meeting: Yes  No

Please provide a copy of the most recent Financial Statements: Yes  No

Please provided a copy of your current Cert. of Public Liability Insurance? Yes  No

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## COMMUNITY OBJECTIVES

### Leaseholders use of the Facility

Activity / Event	Hours of Use
_____	_____
_____	_____
_____	_____

Does the group have any future plans / goals for your group / organisation?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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### Sharing the Facility with other groups

Who are you sharing the facility with?

Group Name	Activity / Event	Hours of Use
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

User Charges / Hourly Rates: \_\_\_\_\_

Supporting documents from other uses attached: Yes  No

User Agreement: Yes  No  If yes please attach a copy

