

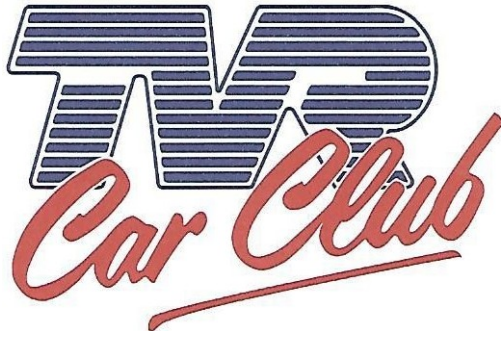


## Event Financial Support Application Form

(complete & forward by email to [office@tvrcc.com](mailto:office@tvrcc.com). Help to complete? Phone the Office on 01952 822126)

<b>Name</b>		
<b>Address</b>		
<b>Position in Club</b>		
<b>Contact Email/Tel No</b>	@	
<b>Region</b>		
<b>Event Details</b>	Name	
	Organiser	
	Location	
	Date (s)	
<b>Event Financial Risk Assessment</b>	Cost	£
	Will you be charged VAT?	YES / NO delete one
	Charge per Participant	£
	Number of Participants required to break-even	
	Participant number committed *	
	* Attach a list of participants analysed by committed & non-committed	
<b>Other requests/notes</b>		

<b>Office Use only</b>	
Approved by Director (Name) & Treasurer + dates	
Refused notification/Added to schedule by & date	



## Event Financial Support

Rules if approved

1. Two Directors will have agreed the support, one of whom is the Treasurer who will have assessed the risk & will ensure records are set up correctly with the Office.
2. Where VAT is charged for the event by the event supplier, fees to be collected from participants must include VAT.
3. A VAT (where appropriate) original invoice addressed to the TVR Car Club must be sent to the Treasurer ([Treasurer@TVRCC.com](mailto:Treasurer@TVRCC.com)) for payment.
4. Participants must pay in a timely manner by direct bank transfer to the Club's bank account, sort code 30-91-97 account number 2306068 quoting their name & the event (or as directed by the Office). They must also send an email to [office@tvrcc.com](mailto:office@tvrcc.com) informing the Office of their payment. NO other payment method is accepted.