



DETAILS OF APPLICANT

☐ Youth organisation in Helsinki ☐ Youth group in Helsinki ☐ City of Helsinki agency/department ☐ Other

Official name of the organisation/group		Business ID or registration number
Street address		Postal code and city
Contact person		Phone number
Email	website	
Billing address: name and street address (if different from above)		Postal code and city
Brief description of the club's or organisation's activity		

REQUESTED TIME

Youth centre			Rooms requested		
Day of week	Date/Period*	Time**	Single session <input type="checkbox"/>	Once a week <input type="checkbox"/>	Every other week <input type="checkbox"/>
*start and end dates of spring and autumn semesters separately for the period		**preparations before and after the activity must be included in the time	<input type="checkbox"/> Activities for adults <input type="checkbox"/> Activities for children and youth		Group size
Proposed use /Contents of session					
Instructor's name (if several, attach details separately)			Phone number		
Additional details about session (e.g. alternative time)					

Date	Signature (signature of parent or guardian if under 18)	Personal ID code (ddmmyy-xxxx)
Name in block capitals	The personal ID code is required if the applicant does not have a business ID or a registration number	

THE APPLICATION MUST BE SUBMITTED TO THE RELEVANT YOUTH CENTRE

DECISION – TO BE FILLED IN BY THE YOUTH DEPARTMENT

TIME GRANTED					
Day of week	Date/Period	Time	Single session <input type="checkbox"/>	Once a week <input type="checkbox"/>	Every other week <input type="checkbox"/>
			Rental fee	inc. VAT	
Additional details					
<input type="checkbox"/> Terms of cancellation are attached			<input type="checkbox"/> Independent use of facilities must be agreed upon separately		
Address for complaints					
Number	Date	Signature			

5/2012