

Sorrento Activity Centre: Special Project/Activity Proposal Form.

*This form to be filled out by groups and/or individuals wishing to organise or host events at the Sorrento Activity Centre hall whereby there is an inclusion of public attendance and potential for monetary takings 'at the door'. Form to be completed and returned to **The Secretary of Committee of Management, Portsea Sorrento Seniors**. Please answer all questions below.*

1. Name of the group or individual proposing the event/activity.

2. Name and type of activity/event is being proposed. (Examples: an art show, a theatrical performance, a lecture/seminar or class based learning activity).

3. Date/s and time/s for proposed event/activity. (include preparation and set up time if required.)

Start Date (D/M/Y) End Date (D/M/Y).....

4. Is the Proposer a member of the Portsea Sorrento Seniors?

Please tick a box

yes

no

Note: If the answer is 'yes' please go to Q7.

5. If non-member are you a 'for profit 'or 'not for profit' organisation.

Please tick a box

for profit

not for profit

6. If non member, does the Proposer have Public Liability Insurance?

Please tick a box

yes

no

7. How many people do you envisage being involved? (include members & organisers and potential public attendance figures).

Please tick a box

Less than 20

20-50 people

50-100 people

100-200 people

8. Do you envisage that any food or alcohol be served or sold at the event?

Please tick a box

yes

no

9. Will you require any of the following items to support your event? Please note that a hiring fee for Hall equipment will apply. You will need to discuss this request in detail with the Committee. Please tick 'yes' if required

Equipment Type	YES?
Special Theatrical Lighting	
Lighting Console	
Microphone Cabled	
Microphone Radio	
Self powered speakers	
Audio mixer	
Data Projector	
Laptop	
DVD Player	
Television Monitor	
Projector Screen	
Tables	
Chairs	

10. Are there any financial matters that need to be considered? (For example: - money to a Service Provider, money taken at door for ticket sales, commission percentages on items sold at event, hall hiring fees, hiring of equipment, percentages retrieved and paid to Senior's Club. A brief financial outline of intended expenses identifying these issues can be attached as a separate sheet/breakdown.)

11. Are there any associated risks to individuals and the public in running or hosting the event? (Please use the attached Risk assessment form and attach to your proposal.)