



<b>Event Organiser/ Proposer</b>				<b>Ph No.</b>	
<b>Contact email address</b>					
<b>Name of Function/Event</b>				<b>Est Numbers</b>	
<b>Proposed Date</b>		<b>Start Time</b>		<b>Finish Time</b>	
<i>Please note all functions in the Clubhouse must <b>finish by 10:30pm</b>, and all attendees and vehicles must depart the Clubhouse and parking areas by 11pm. The only exception is New Year's Eve. (GemLife Private Function Policy)</i>					
<b>Event Location</b>					
<b>Catering</b>	Is the event to be professionally catered?	Yes		No	
	Is the event to be catered by volunteers?	Yes		No	
	Are residents bringing their own food?	Yes		No	
	If professionally catered what is cost per meal inclusive of setup, serving and clean up costs?	\$			
	If professionally catered what are the caterers insurance details?				
	If volunteered catered what is the cost of foodstuffs? <i>(Attach separate list if necessary)</i>				
	Name of Trained Food Safety Handling Person				
<b>Volunteer Workforce</b>	How many Volunteers will be required and in what roles (e.g., cooking cleaning, serving, ticket collecting etc)?				
	Volunteers to be sourced by organiser. <i>(Preferred option)</i> <i>If NO, the Secretary will include a request for volunteers in the group email to HOA members advertising the event. This email is sent within a month of the event.</i>	Yes		No	
<b>Entertainment</b>	Is there a visiting entertainer?	Yes		No	
	If an entertainer(s), provide the name of the entertainer(s) and their insurance details.				
	If entertainment, what is the cost of the entertainment? <i>Include an amount for entertainer/band light refreshments.</i>	Fee payable		\$	
		Refreshments		\$	
		<b>Total</b>		<b>\$</b>	

<b>Bar Requirements</b>	Is a bar service requested?	Yes	No	
	Please specify preferred hours of service & any other relevant bar matters			
<b>Event Rules</b>	Are resident's guests invited?	Yes	No	
	Is there a proposed ceiling on the number of tickets/ attendees? If YES, what is the number?	Yes Number:	No	
	What is the reason for restraining numbers?			
	How will tickets to the event be sold?	N/A	In Person	Web site
<b>Risks</b>	Are there any foreseeable risks you have considered and managed?			
<b>Costing</b>	Planned cost of event total	\$		
	Planned cost of event ticket [HOA Member]	\$	or N/A	
	Planned cost of event ticket [Non Member and Visitor]	\$	or N/A	
	Is a subsidy requested from the HOA?	Yes	No	
	If a subsidy is requested - how much and what is it for?	\$		
	Is the HOA requested to underwrite the event?	Yes	No	
<b>Charity event – Optional</b>  <i>There is no requirement to nominate a charity for all events. Any profit made from an event is retained by the HOA.</i>	Is this a charity event?	Yes	No	
	If yes, has HOC approval been obtained?	Yes	No	
	Name of Charity			

Additional information may be provided as an attachment.

**Event Proposer:** Name/ Signature: ..... / ..... Date:.....

**Event Co-ordinator:** Yes / No. If no reasons why: .....

**Events Co-ordinator:** Name/ Signature: ..... / ..... Date:.....

**HOC Authorisation:** Name/ Signature: ..... / ..... Date:.....