

Sorrento Portsea Senior Citizens Centre Inc.



Sorrento Activity Centre, 823 Melbourne Road, Sorrento
A0010925D ABN 84 071 301 705

Activity and Event Booking Form. Sorrento Activity Centre

This form is to be used by SPSCC activity groups or members for booking all activities, events, shows or exhibitions arranged for the entertainment of members and friends and also those events open to the community.

*The completed form is to be lodged with the **Bookings Officer, Sorrento Portsea Senior Citizens Centre Inc.** for approval by the committee. Forms can be lodged by email to info@sorrentoactivitycentre.org*

Note that the Committee meets the first week in the month so you must submit your application at your earliest convenience to secure an available date.

1. Name of the activity or event:

2. Contact details of member or activity group coordinator of the event:

Member name: **Group Coordinator name:**

Telephone: **Telephone:**

Email: **Email:**

3. Date/s and time/s sought: *include preparation/set up time and pack down time*

Start Date AM/PM (DD/MM/YYYY)

End Date: AM/PM (DD/MM/YYYY)

4. Will your event be held in the evening?

Yes No **Number of evenings/dates**

5. Cleaning

I understand that for events running over several days I must discuss basic cleaning arrangements with the Bookings Officer.

6. How many people do you envisage being involved over the event period? .

Tick a box. Include organisers, exhibitors and estimated attendance figures

Less than 20 *20-50* *50-100* *over 100:(number)*

7. Will food or alcohol be served at the event? *Tick a box.*

Please note that alcohol may not be sold within the hall or grounds of the Sorrento Activity Centre.

Yes No

8. If yes, will food be sold? Yes No

Food may not be sold within the hall or grounds of the Sorrento Activity Centre without the prior written consent of the Shire.

9. If yes, SPSCC will obtain the relevant permit/certification on your behalf - please provide full details below: *Tick a box.*

a. How will the food be sold?

Pre-paid ticket or pay at the door Over the counter at the event

b. The contact details of the person/company providing and/or selling the food.

.....

10. Will you require any of the following items to support your event?

Equipment Type	Y/N	Number
Special Theatrical Lighting		
Lighting Console		
Microphone Cabled		
Microphone Radio		
Self powered speakers		
Audio mixer		
Data Projector		
Laptop		
DVD Player		
Television Monitor		
Projector Screen		
Disco Ball		
Display Screens/Stands		
Tables		
Chairs		

11. Will you have competent operator/s to operate the equipment?

Yes Name/s Not applicable.

No *If an operator is required, one will be engaged by SPSCC.*

12. Complete your budget below:

Any additional information may be attached as a separate sheet.

Income	\$	Expenses	\$
Online ticket sales		Advertising/printing	
Door ticket sales		Catering – food	
Exhibitor fee		Catering – alcohol	
Stallholder fee		Equipment hire	
Commission on sales		Gifts/Giveaways	
Other – list		Speaker fee	
		Class leader/teacher fee	
		Performance fee	
		Payments to Artists	
		Donations to charity	
		Other - list	
TOTAL		TOTAL	

13. Do you require other assistance or support from the SPSCC to stage your event?

Yes – You will need to discuss your requirements with the Bookings Officer. Please list them below. .

No

.....

14. I have read, understand and agree to the Conditions of Use of Sorrento Activity Centre

Signature: **Date:**
If there is not enough room on this form to provide all the information requested, please attach a separate sheet.

OFFICE USE			
<i>Cleaning arrangements agreed</i>	<i>Initials</i>	<i>Date</i>	
<i>Equipment Operator booked</i>	<i>Initials</i>	<i>Date</i>	
<i>Permit received</i>	<i>Initials</i>	<i>Date</i>	
<i>Certification received</i>	<i>Initials</i>	<i>Date</i>	
<i>Booking approved</i>	<i>Initials</i>	<i>Date</i>	<i>Committee meeting</i>
<i>Applicant advised</i>	<i>Initials</i>	<i>Date</i>	