# **Rotary Club of Portland Bay Inc.**

# **Coffee Van Request**

**Event Details:**

|  |  |
| --- | --- |
| Name of function or event: |  |
| Location |  |
| Date |  |
| Event start time:  Event end time: |  |
| Expected Number of Patrons |  |
| Is power available at Venue? |  |
| Do volunteers need to pay an entrance fee? |  |
| Are you charging a Site Fee? |  |
| Are you asking for a donation |  |

**Contact Details:**

|  |  |
| --- | --- |
| Name |  |
| Phone Number |  |
| Email Address |  |

Return the form to: Gordon Page [kathgor@bigpond.com](mailto:kathgor@bigpond.com) or Bev McIlroy [bevmcilroy@gmail.com](mailto:bevmcilroy@gmail.com)

Any questions or concerns please call Gordon Page on 0428 234 248 or Bev on 0431 103 599

Once this event is passed by our Board, will we be in contact with you to finalise arrangements.