



For Event Planning of the Van
**Rotary Club of Portland Bay
Coffee Van Request**

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?	
We serve hot drinks, cold drinks and poffertjes (small pancakes)	

Insurance:

Does your organisation have Public Liability Insurance?	
Do you require names of volunteers for your insurer?	

Contact Details:

Name	
Phone Number	

Please note: Application forms are due back a minimum of 2 weeks prior to the event.

Please return the form to the Community Director, Bev McIlroy via email, bevmcilroy@gmail.com or contact her on 0431 103 599.

Or email to the Rotary club at rotaryclub.portlandbay@gmail.com