**This form should be completed after clicking on the following links and reading the following documents:**

[**https://portal.clubrunner.ca/101591/Documents/en-us/23543fa4-8e2b-4e73-bc6b-e55fc037e1f0/1/**](https://portal.clubrunner.ca/101591/Documents/en-us/23543fa4-8e2b-4e73-bc6b-e55fc037e1f0/1/)

[**https://portal.clubrunner.ca/101591/Documents/en-us/625a5388-75e3-45a3-aa00-fff321c12973/1/**](https://portal.clubrunner.ca/101591/Documents/en-us/625a5388-75e3-45a3-aa00-fff321c12973/1/)

**For consideration of Management Committee at its meeting on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **Name of event** |  |
| **Name of the Proposer** |  |
| **As the proposer of this event I confirm I have referred to the documents listed above** |  |
| **Name of Convenor and Deputy Convenor (if necessary) for the proposed event** |  |
| **Start Date & time of proposed event** |  |
| **End date & time of proposed event** |  |
| **Rationale for selection of date for proposed event** |  |
| **Venue name & address** |  |
| **Describe provisions/issues regarding accessibility** |  |
| **Proposed transport** |  |
| **Describe any issues to be aware of in relation to transport** |  |
| **If catering involved, describe provisions available to accommodate specific dietary requirements**  |  |
| **Describe any financial risks to the Club** |  |
| **Minimum group size for viability** |  |
| **Max group size if cap exists** |  |
| **Will guests be permitted?** |  |
| **Details of payment approach to venue** |  |
| **Cost to members and cost to Guests (if permitted)** |  |
| **Brief description of the event** |  |