



For Event Planning of the Coffee 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	

COMMUNICATION: Community Director
coffeevanrcpb@gmail.com
0427 061 818
or
rotaryclub.portlandbay@gmail.com

Please be advised this form must be completed and forwarded to Community Director, as above, to enable the Rotary Club Portland Bay board to discuss the request. You will be notified of outcome as soon as practical after receipt of this form.