

FUNCTION FACT SHEET (FFS)

Event Type

What is your Event Type: (Please circle)

Meeting

Event

Other

If OTHER, please specify:

Event Details

Event Title:

Hosting Club/Group/Department:

Details of Venue:

Number Attending:

Date of Event:

Start Time:

End Time:

Description of Event:

Event Organiser Details

Name:

Phone Number:

Mobile Number:

Email Address:

Number Attending:

Important Guests on Campus
(eg. Senior University Staff, Government Representative)

YES

NO

SARAH Reference Number

SARAH Ref #:

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Food and Catering

Having your event catered?	YES	NO
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If **YES**, please provide the name of the caterer:

Please provide a copy of the catering license to MONSU Workshop.

Will MONSU Caulfield reps/ Club Members be handling food?	YES	NO
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If YES, please provide the following:

- A copy of all Food Safety & Handling Certificates must be provided to MONSU Caulfield
- Food handlers must keep a copy of their certificate with them during the event
- The names and date that each food handler obtained their certificate must be entered below

Name:	Date Obtained:
Name:	Date Obtained:
Name:	Date Obtained:

Equipment Hire

Do you need Equipment Hire for this event?	YES	NO
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Please circle what you need:

PA	Projector	Microphones	BBQ
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Other:

Hire Conditions

MONSU Caulfield Obligations

1. Allow the club/organisers to use and take equipment until it is due back, according to the times stated in the Function Fact Sheet form.
2. Provide Equipment to the customer in good working order.

Representative Obligations

1. On the commencement of equipment hire pay the agreed hire fee.
2. Use the equipment for the intended purposes and nothing else.
3. Cover all costs incurred in the repair or replacement of equipment caused by the negligence of the representative or representative's event.
4. Ensure hire times above are stipulated and adhered to—failure to do so will result in a late fee
5. (20% of hire costs) and restrictions on future hiring of equipment.

Please Sign:	Date:
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