

THE CONGREGATIONS OF ALL SAINTS, VENDEE

Social Events organisation

Thank you for proposing a Social/Fund Raising event for All Saints, Vendée.

Please complete and submit to a Council member for consideration by Council.

Event: _____

Proceeds to: _____

Organiser(s): _____

Phone: _____

Helper(s): _____

Phone: _____

Phone: _____

Phone: _____

Event Date: _____

Venue: _____

Venue provisionally booked: YES / NO

Ticket price (per head): _____

to include: _____

Provisional numbers: _____

Proposed budget: _____ €

Food: _____ €

Drink: _____ €

Prizes: _____ €

Hall hire: _____ €

Other expenses: _____ €

for: _____

Please retain all receipts, and give them to the Treasurer for reimbursement.

Risk Assessment (for insurance):

(to include: safe access, hygiene, fire safety, safeguarding, first aid etc.) (continue on reverse if necessary).

Signature of Organiser: _____

Date: _____

Signature of approving Council member: _____

Date: _____