



## **NZILA SOCIAL EVENT PROCEDURE FORM**

**Type of Event** \_\_\_\_\_

**Time and Date** \_\_\_\_\_

**Start Time** \_\_\_\_\_

**Finish Time** \_\_\_\_\_

**NZILA Host** (name of NZILA Event Organiser or Committee Member present for duration of event - National or Branch)

\_\_\_\_\_

**Venue Host** (name of sponsor host or public venue duty manager present for the duration of the event)

\_\_\_\_\_

**Host Confirmation** (where applicable, signature of Event Host confirming that the event can occur in accordance with the relevant policies and procedures of the Event Host and that an appropriate venue risk assessment has been carried out):

\_\_\_\_\_

**Venue Maximum (pax)** \_\_\_\_\_ **Number Attending (pax)** \_\_\_\_\_

**Alcohol Serving Times** \_\_\_\_\_

**Catering Serving Times** \_\_\_\_\_