



The Tinshed Function Plan

Section 1 – Contact Details			
Name of Applicant			
Event Manager			
Organization/ Group			
Email Address			
Phone number			
Section 2 – Event Details			
Event Name			
Number of attendees		Event Date	
Time onsite (Including set up/pack down)		Event time	Start Conclude
Location			
Section 3 – Event Overview			
Brief description of the event:			
Audience Demographics: e.g. Seniors, Children, Families, Teens,			

SITE MANAGEMENT		
Will you require use of our Kitchen, do you have a caterer or person with food safety license	Yes	No
Will you require set up of our round dining tables that seat 8	Yes	How many tables No
Will you be running a bar tab	Yes	No
Will you be requiring your guest to purchase Alcohol Tickets	Yes	No
Will you be installing marquees/ umbrellas?	<input type="radio"/> Marquees	<input type="checkbox"/> Umbrellas Qty: <input type="radio"/> No Yes
Will you be setting up tables/ Chairs	<input type="radio"/> Yes <input type="checkbox"/> Tables No:	<input type="checkbox"/> Chairs. No: <input type="radio"/> No
Will your event have a stage onsite?	<input type="radio"/> Yes	<input type="radio"/> No
Vehicle Access		
Do you require vehicle access for the purpose of loading/ unloading equipment?	<input type="radio"/> Yes	<input type="radio"/> No Please provide details of the location and the times these vehicles will be onsite:

Audio/ Visual Equipment	
Will you be using a PA system or any amplification at your event?	<input type="radio"/> Yes <input type="radio"/> No
Will you be engaging a contractor to supply audio equipment?	<input type="radio"/> Yes <input type="radio"/> No Contractor:
Will your event comply with noise restrictions?	Considerations must be given to effectively manage noise levels to ensure they remain within the prescribed limits, particularly as we are nearby a residential area.
Will you be engaging a contractor to supply visual/lighting equipment?	<input type="radio"/> Yes <input type="radio"/> No Contractor:
Performers, MC and Entertainment	
Performers and entertainers must provide a Certificate of Currency – Public Liability Insurance of minimum \$20 million to the Tinsed.	
Have you confirmed your entertainment / performer run sheet?	<input type="radio"/> Yes <input type="radio"/> No
Will live or recorded music be played?	<input type="radio"/> Yes <input type="radio"/> No
Have any other activities been planned?	<input type="radio"/> Yes <input type="radio"/> No Details of activities
If working with children, have you requested a copy of Performer or Entertainer Working with Children Checks?	<input type="radio"/> Yes <input type="radio"/> No

	For Office Use
Bar Manager	Name: _____ Phone: _____ Shift Time: _____
Staff	Name: _____ Phone: _____ Shift Time: _____
	Name: _____ Phone: _____ Shift Time: _____
	Name: _____ Phone: _____ Shift Time: _____
Cleaner Booked Function Clean	Date _____