

NZPI EVENT FORM

Type of Event _____

Time and Date _____

Start Time _____

Finish Time _____

NZPI Host

Event Organiser (Name) _____

Committee Member Present for duration of event _____

National or Branch event _____

Venue Host

Name of Sponsor Host or Public Venue Duty
 Manager _____

Note: Must be person present for event

Venue Maximum (pax) _____

Number Attending (pax) _____

Alcohol Serving Times _____

Catering Serving Times _____

Host Confirmation (where applicable, initial and 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):

Please tick and Initial to confirm assessment done:

☐ Copy of Event Health & Safety Procedure Provided Intl: _____

☐ Copy of NZPI Event Policy Provided and Read Intl: _____

☐ Venue Risk Assessment Carried Out Intl: _____

All events except Annual Conference

Print Name

Signature

Date