

Party Grant Application

A Party Grant is available for full members wishing to put on an event in their own home or another largely exclusive venue that is advertised in the Bulletin and available to all members.

Section A: To be completed by the Party Organiser or Host

Name of Organiser	<input type="text"/>		
Type of Function	<input type="text"/>		
Venue Address	<input type="text"/>	Date of Function	<input type="text"/>
No. of Club Members Expected:	<input type="text"/>	No. of Non-Members expected:	<input type="text"/>

Please note the following before requesting a Party Grant:

- To qualify for a full grant, attendance by non-club members is to be limited to 20% and anyone wanting to bring a non-club member should speak to the host of the function.
- Grants are paid **up to £75.00** for a party where the host has provided food and **up to £50.00** where food is not provided, such as a typical barbecue.
- Functions that are attended by a large ratio of non-club members will not qualify for a full grant. In such cases, half the costs may be paid, **up to a maximum of £50.00**
- The club **will not pay more than £3.75 per person** attending a party (e.g. minimum of 20 for a full grant).
- Grants are payable to cover the cost of food, soft drinks and some consumables like serviettes, provided by the host/organiser.

Instructions

- Complete this form and hand it to a Committee Member (as listed in the front of the Bulletin).
- Grants must be approved at a club Committee Meeting prior to the function (no retrospective approvals!).
- Keep all receipts and submit them to the Treasurer to claim for payment – no receipt, NO PAYMENT.

Type of Grant required

Full – 80% of those attending are Club Members and the Host is buying food/soft drinks, etc.

BBQ – Either greater than 20% of those attending are Non-members or not all the food is purchased, e.g. a BBQ

Signature of Party Organiser/Host:

Section B: To be completed by the Committee

Date that Party Grant was reviewed:

Decision: Full Grant BBQ Grant Rejected

Signature

Signature

Section C: To Be completed by the Treasurer

Actual Amount Claimed

Cheque No.

Comments: