



Newport Probus Club

Proposal – Multiday tour

Section 1. This section is completed by the Proposer.

	Item / question	Please add details as follows:
1	Tour Description	
2	Proposed dates of tour	
3	Organiser/NP member name	
4	Proposed Tour Provider/Operator Name	
5	Is the Tour Provider currently a registered company with ASIC? Ref: https://asic.gov.au/online-services/search-asic-s-register	Please enter the Tour Provider ABN/ACN here:
6.	Does the Tour provider have current Public Liability Insurance?	Please provide details / copy of their policy here:
7	Do they have a Cancellation/ refund policy?	Please provide details / copy here
8	What is the purpose of the trip?	
9	Full itinerary of the tour	
10	Activity level for tour : - Ability /mobility required	
11	Accommodation details: - Access to rooms :- stairs, lifts, portorage - Single supplement details	
12	Transportation details (flights, road, boat etc)	
13	Weather conditions	
14	Other : e.g., maximum, or minimum numbers required etc.	
15	Proposer liaises with the Activities Coordinator at all stages of the proposal and planning process.	
16.	Does the organiser agree to be the nominated leader of the group during the tour and act as the conduit with the provider as needed	

Section 2. This section is completed by Management Committee Secretary

Proposal received	Date:
Review and decision by Management Committee	Date:
Review and Outcome of Review	
Risk Assessment of the proposal completed ?	Yes or No
Does the Tour include any exclusions under Probus Insurance Policy?	
MC Accept to approve to proceed or decline	Yes or No- if No please state reason
Activity Coordinator has advised the Proposer of outcome	
Secretary	Files record of review