

**From:** s47E(d)  
**To:** s47E(d)  
**Subject:** 250523.1215 - Email - s47E(d) /Many - 250519 - Dining In Night - AAFC - 01 Nov 25 - COSM Booking Form and Rules (1).pdf  
**Date:** Friday, 23 May 2025 12:15:31 PM  
**Attachments:** [250519 - Dining In Night - AAFC - 01 Nov 25 - COSM Booking Form and Rules \(1\).pdf](#)  
[image001.jpg](#)

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**UNOFFICIAL**

Spoke with s47E(d) – find attached booking already made and approved for the Mess D-I-N. s22

[Redacted]

- s22
- s47E(d) advised me that they had a costing from the COSM of \$30 per head.
- There is a \$300 or \$500 fee for use of the room according to the attachment
- s22
- Alcohol is not paid by Defence – s22
- s22
- s22
- s22

s47E(d) please don't hesitate to contact me or s47E(d) as required.

Cheers, s47E(d)

Kindest regards, s47E(d)

s47E(d)

s47E(d)

Air Force Liaison Officer – Aviation Operations Wing  
Cadet Branch – Air Force  
Air Force Head Quarters



Mb: s22 [redacted]

s47E(d) [redacted] [@defence.gov.au](mailto:[redacted]@defence.gov.au)

## BOOKING APPLICATION FORM FOR THE USE OF RAAF WILLIAMS COMBINED OFFICERS AND SERGEANTS MESS

*Please complete the form and return it to the Mess Committee via email*

s47E(d)

### SPONSOR/HOSTING OFFICER'S DETAILS

<b>Rank/Title/APS level:</b> s47E(d)	<b>Full Name:</b> s47E(d)
<b>PMKeyS No:</b> s22	<b>Postal Address:</b> s47E(d)
<b>Unit:</b> HQ AOW (AAFC - HQ Aviation Operations Wing)	<b>E-mail Address:</b> s47E(d)@airforcecadets.gov.au
<b>COSM Member?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Phone No:</b> s22
<b>If yes, membership type?</b>  <input type="checkbox"/> Financial <input type="checkbox"/> Non-Financial <input type="checkbox"/> Honorary	<b>Private Function or Official Military Function?</b> *all private functions incur a heritage fee per para 2.12 and require relevant public liability insurance coverage  <input type="checkbox"/> Private Function <input checked="" type="checkbox"/> Military Function

### FUNCTION DETAILS

<b>Function Description (no more than 100 words):</b> Request use of the COSM Dining Room, Anti-room and bar area for a Dining-In Night for the AAFC Aviation Operations Wing.		
<b>Proposed Function date:</b> 01-Nov-2025		
<b>Proposed Function time -</b> <b>Start:</b> 1800	<b>Finishing time:</b> 2300	
<b>How many people attending:</b>	<b>Adults:</b> 100-110	<b>Children (under 12):</b> 0
<b>Details of any VIPs Attending:</b> AIRCDRE Craig Heap & others		
<b>Type of Function:</b>	<input checked="" type="checkbox"/> Dining-in-Night	<input type="checkbox"/> Wedding
	<input type="checkbox"/> Engagement	<input type="checkbox"/> Branch Function
	<input type="checkbox"/> BBQ	<input type="checkbox"/> Meeting
	<input type="checkbox"/> Other, please specify:	
	<input type="checkbox"/> Birthday	<input type="checkbox"/> Farewell
		<input type="checkbox"/> Drinks

<b>Is this an official Military Activity?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Name of Event Organiser (if different to Hosting Officer):</b>	s47E(d)
<b>Organiser Contact No:</b>	s22 <b>E-mail:</b> s47E(d) @airforcecadets.gov.au
<b>Facilities Requested:</b>	<input checked="" type="checkbox"/> Dining Room <input checked="" type="checkbox"/> Ante Room <input checked="" type="checkbox"/> Main Bar <input type="checkbox"/> Court Yard <input type="checkbox"/> Entire Mess Area
<b>Are you having entertainment? (if yes, provide detail):</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Band DJ Sound/lighting <input type="checkbox"/> Entertainers <input type="checkbox"/> Projector/laptop <input type="checkbox"/> Mess internal sound system (phone) <input type="checkbox"/> Gambling: <input checked="" type="checkbox"/> Other: Possibly RAAF Band small ensemble
<b>Proposed Floor plan:</b>	<input type="checkbox"/> Use Mess as is normally set up (no movement of Mess furniture required) <input checked="" type="checkbox"/> Request to move Mess furniture Request Mess to be set up for a Dining-In night. Top table and 3 legs.  If yes: <input type="checkbox"/> Hire staff (cost incurred) <input checked="" type="checkbox"/> Setting up yourself  NOTE: You MUST return the Mess to its original state NLT 24 hours after the function.
<b>Access times to start setting up (BUMP IN):</b>	We are flexible with our timings. If suitable we could rearrange the Mess Saturday after the lunch sitting.
<b>Access times to remove/restore (BUMP OUT):</b>	Sunday morning, 02 Nov 25
<b>Any other likely impact on the Mess and Surrounds:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes comments:
<b>Do You Require Catering Support From Ventia? (if yes, provide detail):</b>	<input checked="" type="checkbox"/> A1 carte <input type="checkbox"/> Buffet <input type="checkbox"/> BBQ <input type="checkbox"/> BYO: Request 3 course Dining-In. Entree, Main, Dessert. Also request pre-dinner drinks in the anti-room .....

<b>Public Liability Insurance:</b>	<input type="checkbox"/> Current Public Liability Certificate attached <input checked="" type="checkbox"/> Use Defence's Public Liability Insurance (Only for approved Military functions).
<b>Any other information:</b>	
<p>I am over the age of 18 years and agree that the above information is true and correct and the booking is tentative until confirmed by the President or Chairman of the Mess Committee (PMC/CMC) and advised in writing.</p> <p>I acknowledge that I have read and understood the, COSM Constitution and Mess Rules and the attached Terms and Conditions for functions at the Mess.</p> <p>I acknowledge that I will advise function guests of the Mess policy relating to No Smoking and Dress Standards.</p>	
<b>Applicant's Signature:</b>	s47E(d) [Redacted] Digitally signed by s47E(d) Date: 2025.05.19 14:04:29 +10'00'
<b>Date:</b>	19-May-2025

**OFFICIAL MESS USE**

<b>Date Request Received:</b>	19-May-2025
<b>Function:</b>	<input checked="" type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Not Approved</b>
<b>Condition/s on Function (if any):</b>	As per terms and conditions this form
<b>Approval to move Mess Property</b>	<input checked="" type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Not Approved</b>
<b>Booking Fee (if applicable):</b>	N/A
<b>PMC/CMC Signature:</b>	s47E(d) [Redacted] Digitally signed by s47E(d) Date: 2025.05.19 14:41:47 +10'00'
<b>Date:</b>	19-May-2025
<b>Date Applicant advised of decision:</b>	19-May-2025

s22

- 2.7 *Confirmed Bookings* – Once a function is approved, the Applicant must pay the required security bond and provide evidence of satisfactory insurance (if required) within five (5) days to confirm the booking. A confirmed booking will secure the date requested and no other function may be booked on that time, unless the function is cancelled.
- 2.8 *Security Bond* – For private functions a security bond of \$500 will be required to be paid/held a minimum of five days prior to the function unless otherwise advised. This bond will be returned following completion of the post-function inspection and confirmation that no damage or rectification work is required.
- 2.9 *Payment of the Security Bond* - The security bond is a guarantee for the fulfilment of all conditions of an approved function and as a security against damage to COSM property or facilities caused by the function. Should the Mess Committee assess the cost of any damage as being higher than the amount of the security bond, the Applicant agrees to pay the full amount in excess of the bond. After the site inspection post-function where no damage is identified, COSM will destroy the credit card details held.

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- 2.11 *Payment of Function* – All invoices raised by Ventia or COSM for the approved function may be entered onto the Applicant’s Mess Account. If the Applicant is not a current member of COSM, a formal invoice will be raised and issued to the applicant.
- 2.12 *Heritage Fee* – A Heritage fee will apply to all private functions held in the Mess. The Heritage fee is set by the Mess Committee and is used for maintenance and repairs to the Mess property and facilities. The cost is detailed in the below table.

<b>COSM Members</b>	<b>Non-Members</b>
\$300	\$500

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**From:** s47E(d) [redacted] <[\[redacted\]@defence.gov.au](mailto:[redacted]@defence.gov.au)>  
**Sent:** Friday, 17 October 2025 9:59 AM  
**To:** s47E(d) [redacted] <[\[redacted\]@defence.gov.au](mailto:[redacted]@defence.gov.au)>; s47F [redacted] <[\[redacted\]@homeaffairs.gov.au](mailto:[redacted]@homeaffairs.gov.au)>  
**Cc:** s47E(d) [redacted] <[\[redacted\]@defence.gov.au](mailto:[redacted]@defence.gov.au)>; s47E(d) [redacted] <[\[redacted\]@defence.gov.au](mailto:[redacted]@defence.gov.au)>  
**Subject:** FW: s22 [redacted] (31 Oct - 02 Nov 2025) [SEC=OFFICIAL]

**OFFICIAL**

Good morning Sir and s47F [redacted]



Defence funds are not being utilised to support the Dining In.



Cheers, s47E(d) [redacted]

Kindest regards, s47E(d) [redacted]

s47E(d) [redacted]

s47E(d) [redacted]

Air Force Liaison Officer – Aviation Operations Wing  
Cadet Branch – Air Force  
Air Force Head Quarters



Mb: s22  
s47E(d) [redacted] [@defence.gov.au](mailto:[redacted]@defence.gov.au)  
s47E(d) [redacted]  
s47E(d) [redacted]  
s47E(d) [redacted]

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s22

s2



**From:** s47E(d)  
**To:** s47E(d)  
**Subject:** 260212.1651 - Email - s47E(d) - 260212 - Email - s47E(d) - s22  
s22 (31 Oct - 02 Nov 2025)  
**Date:** Thursday, 12 February 2026 4:51:28 PM  
**Attachments:** [image005.jpg](#)  
[image006.png](#)  
[image007.png](#)  
[image008.png](#)  
[image009.png](#)

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**OFFICIAL**

s47E(d) approval from DAVNOPS. This was prompted due cost.

Cheers, s47E(d)

Kindest regards, s47E(d)

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