

FOI 24-28 – Document 1

1. Date of the APRA event/'EOY Celebration', provided by Spruce Australia, trading as Sheraton on the Park, under contract, CN3967434: Friday 1 December 2023.
2. Number of Guests: 407 staff purchased a ticket to attend the event. Document 2 indicates the amount of money paid by APRA staff in ticket sales (\$14,245). In addition to revenue from ticket sales, APRA's Sydney Social club contributed funds raised through fundraising activities. Overall, staff contributions totalled \$19,000.
3. Drink Menu for guests, (or indicate if it was open bar): Refer to Document 3. A '*4 hour classic beverage package*' was supplied.
4. Food Menu for guests: Refer to Document 3. A '*Canapes Package*' was supplied.
5. Email/correspondence to and from APRA and Sheraton on the Park outlining initial specifications for the event. 03 May – June 30 2023: Refer to Document 4.
6. Copy of final itemised invoice(s) from Sheraton on the Park to APRA for the event – Refer to Document 5. APRA received a refund for the excess amount paid (\$1,630.30).
7. Email/correspondence to and from APRA and Sheraton on the Park finalising details for the event, in the 10 days leading up to the event: Refer to Document 6.
8. Name/nature of paid entertainment at event, eg. band or guest speaker: There was no paid entertainment: Audio Visual Equipment was hired through the venue – Refer to Document 5.