



**COMMUNITY HIRERS**

**APPLICATION FOR HIRE 20.....**

***Invoice #***

I have read, fully understand and agree to comply with all the Springvale Learning and Activities Centre Inc. Conditions of Hire. I have received copies of the Conditions of Hire and the Evacuation Plan.

**I have notified Springvale Police Station of the function (please circle). Yes/No**

***Hirer's Full Name:*** .....

***Name of Group (if applicable):***.....

***Signature:*** .....

***ID Reference No:***.....

***Please Print:***

***ADDRESS:***.....

***CONTACT NO: Home:***..... ***Mobile*** ..... ***Email:***.....

***DATE OF FUNCTION:***.....

***TYPE OF***

***FUNCTION:***.....

***(e.g. Birthday/Wedding)***

***ESTIMATED ATTENDANCE:***.....

<b>Office Use Only Section:</b>	<b>BEFORE FUNCTION CHECKLIST:</b>
<b>\$200 Booking fee paid</b> <b>Date</b> ..... <b>Receipt No</b> .....	
<b>Balance of \$</b> ..... <b>Being for Bond</b> <b>Due by</b> .....	
<b>Balance of \$</b> ..... <b>Being for hire.</b> <b>Due by</b> .....	
<b>\$500 Hiring Fee paid</b> <b>Date</b> ..... <b>Receipt/Cheque No</b> .....	
<b>\$250 Bond paid</b> <b>Date</b> ..... <b>Receipt No</b> .....	
<b>AFTER FUNCTION CHECKLIST:</b>	
<b>Bond retained/deductions (circle) Yes / No.</b>	
<b>Bond re-funded. Date</b> ..... <b>Cheque No</b> .....	
<b>Bond retained – Yes. Details</b> .....	
<b>Deductions from the Bond – Yes -\$</b> ..... <b>Being</b> .....	