



Connecting Community

PRIVATE 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:.....

Office Use Only Section: BEFORE FUNCTION CHECKLIST:

\$300 Booking fee paid Date..... **Receipt No**.....

Balance of \$..... **Being for Bond** **Due by**.....

Balance of \$..... **Being for hire.** **Due by**.....

\$800 Hiring Fee paid Date..... **Receipt/Cheque No**.....

\$500 Bond paid Date..... **Receipt No**.....

AFTER FUNCTION CHECKLIST:

Bond retained/deductions (circle) Yes / No.

Bond re-funded. Date..... **Cheque No**.....

Bond retained – YES. Details.....

Deductions from the Bond – Yes - \$.....**Being**.....