



**OCCASIONAL 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.

Hirer's Full Name:

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

Signature:

ID Reference No:.....

Please Print:

ADDRESS:.....

TELEPHONE: Home:..... **Work:**..... **Mobile:**.....

DATE REQUIRED: **TIME REQUIRED:**.....

TYPE OF EVENT:.....

FACILITIES REQUIRED:.....

ESTIMATED ATTENDANCE:.....

Office Use Only Section: BEFORE FUNCTION CHECKLIST:	
Hiring fee paid	Date Receipt No
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	