



**NEW YEAR'S EVE**

**APPLICATION FOR HIRE 31 December 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:**.....

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

<i>Office Use Only Section:</i>	<b>BEFORE FUNCTION CHECKLIST:</b>
<b>\$250 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>\$850 Hiring Fee paid</b>	<b>Date</b> ..... <b>Receipt/Cheque No</b> .....
<b>\$500 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> .....	