**NEW YEAR’S EVE**

**APPLICATION FOR HIRE 31 December 2023 *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*:……………………………………………………………………………………………**

***TELEPHONE*: *Home*:…………………… Work………………… Mobile……………………**

***DATE OF FUNCTION*: 31 December 2023**

***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……………..**

**$900 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 ……………………………………**