**Occasional Hall Hire Form Community Groups 2023**

\*Access is strictly from 3pm -1am on date of function

**Date of Function:**………………………

Type of Function: ……………………………………………...Number of people expected……………….

**Contact Details**

Group Name: …………………………………………………………………………………………

Contact Person: ……………………………………………………………………………………….

Address: ……………………………………………………………………………………………….

Suburb: ………………………………………………… Post Code: …………………….

Phone ……………………………….. Mobile ……………………………….

E-mail ………………………………………….

Driver’s Licence No. ……………………………

**Banking Details** (Bond refund)

Name of account …………………………………………………………….

Bank: …………………………………………………………………..

BSB: …………………………. Account number: ………………………………

**BOND REFUNDED**: Date: ……………………

**Fees**

$200 Non-refundable Booking fee Receipt No………….. Date due ………….. Date paid …………….

$600 Balance hire fee Receipt No………….. Date due ………….. Date paid …………….

$500 Bond Receipt No………….. Date due ………….. Date paid …………….

**Please make payment to:**

**Westpac, BSB: 033 084. Account Number: 863196**

**Agreement**

I have read, fully understand and agree to comply with the Covid-Safe rules and 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

Signature ……………………………………………………… Date…………………………………..

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| --- | --- |
| KEY COLLECTED - Date | Signature |