

Coromandel Community Centre Inc.

Weymouth Oval, 442B Main Road, Coromandel Valley SA 5051

Tax Invoice/Receipt – PRIVATE FUNCTION

Minimum of 3 hours

Name: _____

Date of Use: _____

Time of Use: From _____ To _____

RATE			
Hours before 6 pm @ \$25			“GST”
Hours after 6 pm @ \$33			
Total		\$	
OPTIONAL Use			“No GST” FRE
Piano - \$20			
BBQ - \$15			
Blind - \$15			
AV System - \$50			
Total Optional Fee:-		\$	
RISK MANAGEMENT FEE \$15		\$	“No Tax”
BOND \$350			“No Tax”
Key deposit - \$10			
Piano Bond -\$100			
AV System Bond - \$300			
Total Bond Owing		\$	
SECURITY GUARDS- MINIMUM BOOKING 4 HOURS			“GST”
Security Guards Onkaparinga - as quoted _____		\$	
Security Invoice No:.....Date:.....			
TOTAL Fee INCLUDING BOND	A		/
LESS BOND DEPOSIT		Amount	“No Tax”
Bond Deposit Rec No: _____ Date: _____			
Amount - MINIMUM \$100 Taken by _____	B	\$-	
MYOB DEP REC & BY WHOM			
BALANCE OWING	A-B	\$	/

Paid in Full ___/___/2015 Receipt Number: _____ Payment taken by _____

MYOB DEPOSIT REC & BY WHOM

Late additional payment eg blinds Cash Reg. Rct. & date _____

MYOB DEPOSIT REC & BY WHOM

COMMENTS: _____ Copy given by:.....

Security Forms faxed to 83840188 by.....

Coromandel Community Centre Inc.

“Connect and Contribute to your Community”

Weymouth Oval, 442B Main Road, Coromandel Valley SA 5051

Phone: (08) 8370 6880 Fax: (08) 8370 4914 Email: info@coromandelcc.org.au

www.coromandelcc.org.au

ABN: 74 331 433 252

Application for Private Function

I/We

Of

Telephone No. Mobile

Email address.....

Reason for function ... Approximate Numbers attending

Liquor will/will not be consumed during the above function.

Hereby apply to use the Coromandel Community Centre

Fromam/pm toam/pm on (day).....(date).....

A deposit of \$100 is lodged with this application form (this non-refundable minimum deposit is required within 14 days) **Deposit due date:**

The remainder of the Fee and Bond must be paid a minimum of 4 weeks prior to the date, ie.

Balance due date:

***Key pick up is between 9:30am and 10:00am on Friday**

Signed (must be 18 years or over)..... Date

Bond return will be via EFT within 2 weeks of hire.

Account Name: BSB: Account No.:

OFFICE USE ONLY

Card/Key NumberBlinds Winder & Clips:.....

BBQ Key No:..... Code Issued

Premises OK: Yes/NO

BBQ & Gas OK: Yes/No

AV System: Yes/OK

Card/Keys Returned: Yes/No

Initials:.....

Bond and Key Refund \$..... EFT or Cheque No..... Date

Signed: Dated:

Comments :

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