

# 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 \_\_\_\_\_

<b>RATE</b>			
Hours before 6 pm @ \$28			“GST”
Hours after 6 pm @ \$36			
<b>Total</b>		\$	
<b>OPTIONAL Use</b>			“No GST” FRE
Piano - \$20			
BBQ - \$15			
Blind - \$15			
AV System - \$50			
Playgroup Shed \$15 – bikes, sand pit toys etc		\$	
<b>Total Optional Fee:-</b>			
<b>RISK MANAGEMENT FEE</b> \$15		\$	“No Tax”
<b>BOND</b> \$350			“No Tax”
Key deposit - \$10			
Piano Bond -\$100			
AV System Bond - \$300			
<b>Total Bond Owing</b>		\$	
<b>SECURITY GUARDS- MINIMUM BOOKING 4 HOURS</b>			“GST”
Security Guards Onkaparinga - as quoted _____ Security Invoice No:.....Date:.....		\$	
<b>TOTAL Fee INCLUDING BOND</b>		\$	A
<b>LESS BOND DEPOSIT</b>			“No Tax”
Bond Deposit Rec No: _____ Date: _____ Amount - MINIMUM \$100 Taken by _____		\$	
<b>MYOB DEP REC &amp; BY WHOM</b>			B
<b>BALANCE OWING</b>		\$	A-B

Paid in Full \_\_\_/\_\_\_/2019 Receipt Number: \_\_\_\_\_ Payment taken by \_\_\_\_\_

**MYOB DEPOSIT REC & BY WHOM:** \_\_\_\_\_

Late additional payments eg blinds Cash Reg. Rct. & Date \_\_\_\_\_

**COMMENTS:**

Security Forms forwarded to titanium security .....

# Coromandel Community Centre Inc.

**Connect, Contribute, Celebrate**

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

Phone: (08) 8370 6880 Email: [info@coroalive.org.au](mailto:info@coroalive.org.au)

[www.coroalive.org.au](http://www.coroalive.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

From ..... am/pm to ..... am/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:** .....

**\*Hire orientation and key pick up is between 9:30am and 10:00am on Friday** .....

*How did you hear about the Centre?* .....

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 Number .....Blinds 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 : .....

.....

