

# Coromandel Community Centre Inc.

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

## Tax Invoice/Receipt – ORGANISATION USE OFFICE USE ONLY

Name: \_\_\_\_\_

Date of Use: \_\_\_\_\_

Time of Use: From \_\_\_\_\_ To \_\_\_\_\_

|                                                     |       |               |                         |
|-----------------------------------------------------|-------|---------------|-------------------------|
| <b><u>RATE - USE NEGOTIATED</u></b>                 |       |               | <b>"GST"</b>            |
| Hours before 6 pm @ \$                              | ..... |               |                         |
| Hours after 6 pm @ \$                               | ..... | \$            |                         |
| <b>Total Use</b>                                    |       | \$            |                         |
| <b><u>OPTIONAL USE</u></b>                          |       |               | <b>"No GST"<br/>FRE</b> |
| Piano - \$20                                        | ..... |               |                         |
| BBQ - \$15                                          | ..... |               |                         |
| Blind - \$15                                        | ..... |               |                         |
| AV System - \$30                                    | ..... | \$            |                         |
| <b>Total Optional Use</b>                           |       | \$            |                         |
| <b><u>RISK MANAGEMENT CURRENT COPY ATTACHED</u></b> |       |               |                         |
| <b><u>BOND</u></b> \$350                            |       |               | <b>"No Tax"</b>         |
| Key deposit - \$10                                  | ..... |               |                         |
| Piano bond - \$100                                  | ..... |               |                         |
| AV System bond - \$100                              | ..... |               |                         |
| <b>Total Bond Owing</b>                             |       | \$            |                         |
| <b><u>TOTAL INCLUDING BOND</u></b>                  |       | <b>A</b>      |                         |
| <b><u>LESS BOND DEPOSIT</u></b>                     |       | <b>Amount</b> | <b>"No Tax"</b>         |
| Bond Deposit Rec No: _____ Date: _____              |       |               |                         |
| Amount - MINIMUM \$100 Taken by _____               |       | <b>B \$-</b>  |                         |
| <b>MYOB DEP REC &amp; BY WHOM</b>                   |       |               |                         |
| <b><u>BALANCE OWING</u></b>                         |       | <b>A-B \$</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:**

# 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 Organisation Use

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 : .....

