

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 @ \$28			GST
Hours after 6 pm @ \$36		\$	
Total			
OPTIONAL Use			GST FREE
Piano - \$20			
BBQ - \$15			
Blind - \$15			
AV System - \$30			
Total Optional Fee:-		\$	
RISK MANAGEMENT FEE \$15		\$ 15	GST
BOND \$350			NO TAX
Key deposit - \$10			
Piano Bond -\$100			
AV System Bond - \$100			
Total Bond Owing		\$	
SECURITY GUARDS			GST
Security Invoice No: Date:		\$	
Sighted:			
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 ___/___/2020 Receipt Number: _____ Payment taken by _____			

MYOB DEPOSIT REC & BY WHOM: _____

Late additional payments eg blinds Cash Reg. Rct. & Date _____

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

www.coroalive.org.au

ABN: 74 331 433 252

Application for Private Function

I/We

of

Telephone No: Email address:

Reason for function: Numbers attending (as per regulations):

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 booking date.

Balance due date:

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

A COVID-Safe Plan must be submitted by all casual hirers. The Safe Plan must be submitted to the Coromandel Community Centre four weeks prior to booking date. **Plan due date:**

<https://www.covid-19.sa.gov.au/recovery/create-a-covid-safe-plan>

Conditions of Use document must be read, signed and returned by all casual hirers. **Due date:**

How did you hear about the Centre?

Applicant Signature (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

COVID-Safe Plan Received: Emailed to Council:

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:

