

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				
Piano - \$20				GST FREE
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				
Security Invoice No:	Date:			GST
Sighted:			\$	
TOTAL Fee INCLUDING BOND				
			\$	A
LESS BOND DEPOSIT				
Bond Deposit Rec No: _____	Date: _____			NO TAX
Amount - MINIMUM \$100 Taken by _____			Amount	
			\$	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:

