

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 Venue Hire

I/We

of

Telephone No: Email address:

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

Liquor will be SOLD during the function. Yes or No *If yes you are required to have a liquor licence.*

Hereby apply to use the Coromandel Community Centre Time: from: until
on :..... This includes **all set up** and cleaning time.

A deposit of \$ must be paid along with this completed and signed application form and signed (page 4) of the Conditions of Use. This non-refundable deposit is required within 14 days of the initial booking to confirm. **Deposit due date:**

The outstanding balance of \$ must be paid in full a minimum of 4 weeks prior to hire date.
Balance due date:

Venue orientation and security induction is between 9:30am and 10:00am on Friday:
.....

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

Premises OK: Yes/NO BBQ & Gas OK: Yes/No AV System: Yes/OK

Card/Keys Returned: Yes/No Initials:.....

Bond and Key Refund \$..... EFT: Date

Signed: Dated:

Comments:



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Tax Invoice/Receipt – Venue Hire Minimum of 3 hours

Name:

Date of Use: Time of Use: To

RATE Hours before 6 pm @ Hours after 6 pm @		\$	GST
OPTIONAL Extras Fee Piano - \$20 BBQ - \$15 Blinds - \$15 Supplied – No Charge currently Toy Shed - \$15 AV System - \$30		\$	GST FREE
RISK MANAGEMENT FEE \$15 Insurance Date: Initials:	/	\$	GST
BOND/S Venue - \$350 Key - \$10 Piano - \$100 AV System - \$100		\$	NO TAX
SECURITY GUARDS Date: Initials:	/	/	/
TOTAL HIRE FEE INCLUDING BOND/S	/ A	\$	/
DEPOSIT AMOUNT Deposit Receipt :..... Date: Amount - \$ Initials	/ B	\$	NO TAX
BALANCE OWING	/ A-B	\$	/
Receipt: _____ Amount Paid \$ _____ Date: _____ Initials _____			
Receipt: _____ Amount Paid \$ _____ Date: _____ Initials _____			
Additional payments eg: toy shed Receipt: _____ Amount Paid \$ _____ Date: _____ Initials _____			