



Strathewen Public Hall Inc.
1100 Cottles Bridge – Strathewen Road, Strathewen

President:
Karl Apted
0418 350 345

Secretary:
David Brown

Treasurer:
Eric South
0423 263 003

Strathewen Public Hall Hire Agreement – Appendix 3 – Booking Form

NAME: _____ ORGANISATION: _____

ADDRESS: _____

Email: _____

TELEPHONE: Home _____ Mobile: _____

DATE & TIME OF BOOKING: _____

TYPE OF FUNCTION & USAGE OF HALL: _____

RENTAL AMOUNT PAYABLE: \$ _____

LESS DEPOSIT AMOUNT: \$ _____

BALANCE DUE: \$ _____

PLUS BOND AMOUNT PAYABLE: \$ _____

FINAL BALANCE: \$ _____ DUE BY: _____

Hire Agreement: In making this booking I understand that the Strathewen Public Hall Association Inc require that a Hire Agreement be signed when the full booking fee is paid seven calendar days before the date of hiring, and that I ensure that the rules of use detailed in Appendix 1 to that Hire Agreement are conformed with.

Name: _____ Signature: _____

Date: _____

To confirm your Booking: Post this Hall Booking Form and the Deposit to: Booking Officer (see below)

Booking Officer Contact Details:

Karl Apted
1090 Cottles Bridge – Strathewen Road
Strathewen, Victoria 3099

Telephone: 0418 350 345

Email: strathewenhall@gmail.com

Monies to be cash or cheque **payable to:** Strathewen Public Hall Inc. The balance and Bond are **payable seven calendar days prior to your function.** The Booking Officer will arrange a time with you to collect the key. Direct Deposit is preferred, please advise Booking Officer of remittance.

Account Details: Bendigo Bank BSB 633 000 Account 138 564 992

Office Use:

Deposit received/Date _____ \$ _____ Receipt No: _____ Invoice No: _____

Balance & Bond/Date _____ \$ _____ Receipt No: _____

Bond refunded: Date _____ \$ _____

Form Last Revised: 13.03.2018