

 **Arthurs Creek Mechanics Institute**

906 Arthurs Creek Road,

 Arthurs Creek Vic 3099

 arthurscreekhall@gmail.com Phone: 0423 864 542

**Booking Form**

NAME OR ORGANISATION : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELEPHONE : Home \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mobile \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE OF BOOKING : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_TIME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TYPE OF FUNCTION :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HALL HIRE AMOUNT PAYABLE -**

|  |  |
| --- | --- |
| **(Inclusive of cleaning, insurance, all equipment****and furniture)** Plus **BOND**  $300 1 day, 24hour hire  | **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |
|  $500 2 day hire  **AV equipment Hire Fee** $200 (inclusive of refundable  | **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |
| Bond of $125.00)   | **$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |
| **TOTAL AMOUNT PAYABLE**   | **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |
| Less **DEPOSIT AMOUNT**   | **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |
| **FINAL BALANCE:**  | **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |
| **DUE BY:** (Two weeks prior to your function)  |  |

Page **1** of **2**

**Rental Agreement:** I agree to abide by the Conditions of Use of Hire **including Covid Guidelines** as issued by the Bookings Coordinator and ensure that users of the facility under my rental period will do likewise.

**Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Signature**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date**\_\_\_\_\_\_\_\_\_

**To confirm your booking:**

1. Complete and email this form to: arthurscreekhall@gmail.com

Or post to: Arthurs Creek Mechanics Institute,

 C/0 Ruth White, PO Box 133, Hurstbridge 3099

1. **Payment** by either cash or cheque payable to Arthurs Creek Mechanics Institute OrBank Deposit to:

 Arthurs Creek Mechanics Institute, Bendigo Bank, BSB 633 000

 Account No. 112 970 322

 An invoice and a receipt will be issued.

1. **Bond return banking details** for direct credit.

**Account Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **BSB: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Account number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Page **2** of **2**