

	PROPERTY MANAGEMENT Streaky Bay Hall – Refund of Bond Fee DCSB-16 Form 15	Version No:	2
		Issued	April 2020
		Next Review	April 2021
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TO BE COMPLETED BY THE HIRER AT THE TIME OF PAYING THE BOND FEE

Option 1 – Direct Debit Payment	BSB Number: Account Number: Account Name:		
Option 2 - Cheque Payable To:	Name:		
Club/Organisation:			
Address:			
Contact Number:			
Facility Hired:		Date Hired:	
Bond Amount Paid:		Receipt No.:	

I acknowledge that provided the facility is left in a clean and tidy condition (satisfactory to the Council) and nothing is broken or damaged, that the refund of the Bond fee will be forwarded within three weeks of the hire date of the facility.

Signature: _____ **Date:** _____

OFFICE USE ONLY – AUTHORISATION

(Council staff to complete)

I confirm that the hall was/was not *(delete whichever is not applicable)* left in a clean and tidy condition, nothing/something *(delete whichever is not applicable)* is broken or damaged, the keys have/ have not *(delete whichever is not applicable)* been returned and that the Bond fee can/cannot *(delete whichever is not applicable)* be paid.

SIGNED: _____

DATE: _____

AMOUNT REFUND: _____

GL Number 787885