



Venue Hire Form

Contact Details

Name of Organisation:
 ABN:
 Person in Charge:
 Organisation Contact Email:
 Contact Phone:
 Name of Activity:
 Target Demographic:
 Number of Participants:
 Description of Activity:

Booking Details

Type Of Organisation:	NFP + Community	Commercial
Preferred Date:		
Preferred Booking Time:		
Preferred Room:	Activity 2	Meeting Room

Payment Details

Hourly charge
 additions:
 Bond: \$200.00
 Amount owing:
 Reference: JFCCasual ***INSERT YOUR ACTIVITY NAME***
 Joondalup Family Centre Inc - bank details
 BSB 306 113 Account# 4171288

Bond Details

Please provide your bank account details for bond return:
 Account Name:
 BSB:
 Account Number:

Acknowledgement

I/We have received and read the Venue Hire Policy Guidelines and agree to the terms outlined in this document. I also acknowledge that if I have to cancel my booking for any reason I must give at least 7 days' notice or my fee will be forfeited.

Signed: _____ Date: _____

Office Use Only

Enquiry received by:	email	facebook	telephone
Invoice Number		Date:	
Invoice date Paid:			
Keys Issued:		Staff Member:	
Keys Signed Out:		Date:	
Keys Returned:			
Bond returned:		Date:	