Newlands Arm Community Centre
25 Meridian Way
NEWLANDS ARM VIC 3875
W: www.narra.org.au
E: admin@narra.org.au

Confirmation of Centre Booking
DOCUMENT A

Name: Date:
Address:
Phone: Email:

This letter is confirmation of your booking for the Newlands Arm Community Centre and is to be read in conjunction with the **Hire Agreement.**

DETAILS OF FUNCTION:-

DATE: TYPE OF FUNCTION:

NUMBER ATTENDING:

1.

ITEM	FEE	YES/NO	DATE DUE
HIRE FEE Half day $110. Full Day $220. Weddings/Special Day (48 hour hire) $550. Fees include GST.			
SECURITY DEPOSIT $500/$1,000 (no GST)			
INCLUSIONS			
Plastic table cloths	No charge		
Trestle tables (12 available)	No charge		
80 chairs	No charge		
White china - $2 per item breakage.	Breakages only		
Glasses and cups - $2 per item breakage	Breakages only		
Sporting equipment – balls etc – please request these.	No charge		
OPTIONAL EXTRAS:-			
Use and laundering of 12 white tablecloths	$100.00		

Cleaning & removal of refuse (all rubbish is to be placed in supplied garbage bags)	$180.00		
TOTAL COST			

Please ensure your payment is made by the due date. If your booking is made less than 30 days prior to your function, all costs will be due within seven (7) days of booking. Failure to pay either amount by the relevant dates will render the booking void.

2. **ALCOHOL –**
   - Will you be serving alcohol? YES NO
   - Are you planning to sell alcohol?* YES NO
     *This will require a temporary liquor licence.
3. **Security deposit** - will be refunded to you via bank transfer
   a. After the hiring period
   b. Following return of the hall keys, and
   c. Following inspection of the hall and determination that the hall has been left in a satisfactory condition.

   The refund will be subject to the deduction of any costs incurred by NARRA, resulting from the hall hire, including
   d. Costs incurred in rectifying breakages, damage or loss caused by your hire of the premises
   e. For the provision of any additional cleaning services required
   f. For replacement of lost keys
4. **Excess charges** – in the event the costs incurred by NARRA exceed the amount of the security deposit, the Hirer will be required to pay the balance within seven days of being invoiced.
5. **Acceptance** – Please indicate your acceptance by signing the Hire Agreement and returning this form.
6. **Hall keys** – Arrangements will be made for collection of the keys once payment has been made.

Should you have any questions, please contact the Centre Hire Manager.

NARRA's banking details for your payment:-
Account name - NARRA
BSB 633 000 ACC 103005708

Your account details (please complete)
Account name
BSB –
Account –

I am the Hirer and acknowledge to above fees and options

Name……Signature……Date……