

Room Hire – Bond / Key Deposit Refund Request

Contact Details	
Name / Organisation	
Contact Person	
Phone	
Email	

Booking Details			
Room Booked			
Date of Last Hire			
Refund/s Required:	Total Number Received	Total Number Returned	Comments
Swipe Cards			
MLACK Key			
Locker Keys			
Av Keys and equipment			
Bond Amount Paid	\$		

Bank Details for Electronic Funds Transfer (Bank deposit only)			
Account Name			
BSB		Account Number	

Signature: _____ Date Submitted: ____/____/____

OFFICE USE ONLY

	Invoice #	Amount Paid	Notes updated in Timely	Comments
Bond				
Swipe Cards				
MLACK Key				
Locker Keys				
Credit Due				
Was the room left clean and everything packed away?			<input type="checkbox"/> Yes <input type="checkbox"/> No	Details:
Was any damage done to the premises?			<input type="checkbox"/> Yes <input type="checkbox"/> No	Details:
Has all AV equipment been returned & checked for issues?			<input type="checkbox"/> Yes <input type="checkbox"/> No	Details:
Have all invoices been paid?			<input type="checkbox"/> Yes <input type="checkbox"/> No	Amount Outstanding: \$
Are any cancellation fees payable:			<input type="checkbox"/> Yes <input type="checkbox"/> No	Amount Outstanding: \$
CHECKED AND CONFIRMED:			BY:	
			DATE:	
TOTAL REFUND AMOUNT DUE: \$			APPROVED:	
			DATE:	

ADDITIONAL NOTES: