



# Leichhardt Family Day Care Venue Booking Form

Hirer Details (please read the Conditions of Hire Document before filling in)

Full Name	
Address	
Phone	
Email	
Alternative Contact for Booking (Name & Number)	
Reason for hiring venue	

## Booking Details

Booking Date		<input type="checkbox"/> Morning Booking	<input type="checkbox"/> Afternoon Booking	<input type="checkbox"/> Full Day
Are you hiring any entertainment?	<input type="checkbox"/> YES <input type="checkbox"/> NO If yes – please provide a copy of their public liability insurance	Have you provided a copy of insurance? <input type="checkbox"/> YES <input type="checkbox"/> NO		
No. of attendees	<input type="checkbox"/> 0 - 20 <input type="checkbox"/> 21 - 50 <input type="checkbox"/> 51 - 80 <input type="checkbox"/> 81 - 100 <input type="checkbox"/> 101 - 150			

## Financial Details

Please provide bank details – these are needed in order to refund your security deposit after the event. Please note it takes between 2-4 weeks for funds to be transferred to the below account

Account Name		BSB		Account Number	
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## Office Staff to Complete

Hire Deposit	<input type="checkbox"/> YES	Receipt #		Payment Date	
Hire Payment	<input type="checkbox"/> YES	Receipt #		Payment Date	
Keys & Walk through	<input type="checkbox"/> YES	Key #		Staff Signed	

## Hirer Declaration

I am over the age of 18 year and agree that the above information is true and correct and understand the booking is tentative until confirmed hire deposit is received.

I also acknowledge the terms and conditions outlined in the Family Day Care Conditions of Hire document and understand I will be invoiced for breaching these terms and conditions as outlined under penalties.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_