

EXPRESSION OF INTEREST FORM

YAMBA SURF CLUB - FUNCTION ROOM HIRE

This form is to be used to **claim the date** for a function at the surf club.

If this date is available **and no other enquiry has been made for the same date** then a Booking Sheet must be filled in and DEPOSIT paid.

****** THIS MUST BE DONE WITHIN 14 DAYS OF THE INITIAL ENQUIRY TO SECURE THE DATE OTHERWISE THE DATE WILL BE RE-OPENED******

Date of Enquiry

Date of Function

Name of Hirer

Contact Phone.....

Email.....

Type of Function

Hirer's signature

SURF CLUB REPRESENTATIVE INVOLVED:

Additional comments.....

Surf Club Information**(THIS FORM MUST BE FILED IN THE HALL HIRE FOLDER IN THE OFFICE IN THE APPROPRIATE MONTH OF THE BOOKING)******

ACCEPTANCE OF TERMS AND CONDITIONS (Jan. 2011)

(to be returned with Booking Deposit)

The surf club requests as much detailed information as possible regarding your event in order to limit disruption to you as a result of surf club activities that may be scheduled for the same time within the club.

Type of Function:.....Date of Function:.....

Approx. No. of Guests:.....

Hirers Name/s: (PRINT)

Address:

Telephone/Mobile:

Email :

Function Details(e.g.start time, setup time, equipment needed, caterer/ decorator details and contact nos.)

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I/We, the undersigned, hereby acknowledge that I/we have read the terms and conditions of this agreement and agree to all the conditions contained therein.

*****(CONDITIONS MAY BE SUBJECT TO CHANGE DEPENDING UPON SURF CLUB NEEDS.)**

Hirer's Signature:

Date Paid:

Event Contact Person: Name.....Phone.....

Name/Address for Bond Return.....

Club Representative:

Signature:**Date:**

Office Use Only		Date
Hire Charge/Booking Date	\$	
Deposit paid/Date	\$	Rec. No.
Balance to pay	\$	
-cleaning	+ \$ 110.00	
-bond	+ \$ 500.00	
Total to Pay/Date paid	\$	Rec. No.
Keys given	Red / Orange	To
Keys returned	Red / Orange	From
Bond Amt.to Return	\$	Emailed Treasurer
Bond returned	\$	Ch. No.
Club Comments:		
BAR STAFF COSTS?		