

**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.

**\*\*\*\* *THE DEPOSIT MUST BE PAID WITHIN 14 DAYS OF THE INITIAL ENQUIRY TO SECURE THE DATE OTHERWISE THE DATE WILL BE RE-OPENED*\*\*\*\***

Date of Function .....

Name of Hirer .....

Contact Mobile/Phone.....

Email.....

Type of Function .....

Hirer's signature .....

Date of Enquiry .....

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 (March 2015)**

(to be returned to Club **with Security Bond** within 14 days of Expression of Interest form)

*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:.....

Hirers Name/s: (PRINT) .....

Address: .....

Mobile & Landline.....Email:.....

No. of People Attending .....

*Please attach photocopy of driver's licence*

Function Details(e.g.start time for bar staff, setup time, club equipment needed, caterer/ decorator details and contact numbers for band, caterer etc.)

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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/Bank details for Bond Return.....

Surf Club Representative involved: .....

Signature: .....Date:.....

<b>Office Use Only</b>			Date/Comments
Hire Charge/Booking Date	\$		
Security Bond paid/How/Date			
Security BOND - \$500	\$ 500	HOW?.....	
Security BOND - \$200	\$ 200	Rec. No.....	
(Cross out whichever does not apply)			
<b>BALANCE</b> to pay on hire fee	\$		
<b>EXTRA Charges</b>	\$		
Amt.to Return/Charge		Invoice No .....	
TOTAL	\$	OR Ch No. ....	
<b>KEYS/OTHER IMPORTANT DETAILS:</b>			