



## CLUBROOM BOOKING FORM

**Hirer's name:**.....

**Organisation:**.....

**Address:**.....

.....

**Contact No:**.....

**Alternative contact No:**.....

**Email:**.....

**I wish to hire DSC facilities:-**

**Day & Date:**.....

**Times:**.....

**Type of Event:**.....

**Maximum numbers:**.....

**Alcohol/Liquor Licence:**.....

I, the Hirer, understand that I will be responsible for the full payment of any damages and/or extra cleaning that may be required as a result of this event/function. Any additional costs for damage and/or extra cleaning may be taken from part or all of the bond, and I will be personally liable to pay any further damage and/or cleaning costs not covered by the bond (including any costs to recover any debt owed to the Society).

I understand I will be charged a cancellation fee if I cancel after the booking is confirmed. By signing this form I confirm that I have read and understood the 'Conditions of Use' and 'Terms of Hire' for the hall hire and I agree unreservedly to those conditions.

**Hirer's signature:**.....

**Date:**.....

## OFFICE USE ONLY

Approval required?					
		Payment due date	Payment date	Method of payment	Staff Initials
Date Application Received					
Hire Cost	\$				
Bond	\$				
Equipment hire	\$				
<b>TOTAL</b>	<b>\$</b>				
Building Checked					
Issues? (List in notes)					
Bond returned	\$				

Notes