



CLUB LAWSON FUNCTION ROOM HIRE APPLICATION

Booking Staff Name:		Application Date:	
Applicant's Name:		Applicants Email:	
App's Home Address:		Post Code:	Phone:
Function Date & Day:		Event Type:	
Function Times:	Begin:	End:	<i>Please include set up time required for begin time.</i>
Number Attending:		No. of Under 21's:	Is Security Required?: YES / NO
Use of Microphone:	YES / NO	Use of Projector and Screen:	YES / NO
Other Details:			Bank Details (for deposit refund):
			BSB:
			Account No:
			Name on Account:

Hirer's Undertaking and Signature:

I have read and understand my obligations, as the hirer of Club Lawson's Function Room, as laid out in the attached form, "Function Room Hire Fees and Conditions", and the information stated above. I agree to all fees and charges relating to my hire and I agree to leave the premises in a clean and undamaged state prior to vacating the premises at the time of hire.

I further declare, that the information provided is true and correct. I also understand that any willful dishonesty may render the refusal of this application.

Printed Name of Principal Hirer
Signature of Principal Hirer

Date: ____/____/____.

**PLEASE NOTE: THIS APPLICATION FOR THE USE OF CLUB LAWSON'S FUNCTION ROOM, IS
SUBJECT TO THE THE SIGNED CONFIRMATION OF THE APPROPRIATE BOARD MEMBER, BELOW.**

This application for the use of the Club Lawson's Function Room, under the provisions and conditions noted above and on the attached sheet, "Function Room Hire Fees and Conditions, has been accepted and granted on, ____/____/____, by;

Director, Please Print Name	Director's Signature																																					
Office Use Only:	Deposit Return Eligibility:																																					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3">FEES</td> </tr> <tr> <td style="width: 30%;">Deposit</td> <td style="width: 10%;">\$</td> <td style="width: 60%; text-align: center;">-</td> </tr> <tr> <td>Function Room</td> <td>\$</td> <td></td> </tr> <tr> <td>Late Closing Fee</td> <td>\$</td> <td></td> </tr> <tr> <td>Security</td> <td>\$</td> <td></td> </tr> <tr> <td>GST</td> <td>\$</td> <td></td> </tr> <tr> <td>TOTAL FEES</td> <td>\$</td> <td></td> </tr> </table>	FEES			Deposit	\$	-	Function Room	\$		Late Closing Fee	\$		Security	\$		GST	\$		TOTAL FEES	\$		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Deposit Paid Date:</td> <td style="width: 40%;">_____</td> </tr> <tr> <td>Letter of Confirmation Date:</td> <td>_____</td> </tr> <tr> <td>Full Payment Date:</td> <td>_____</td> </tr> <tr> <td>Full Amount Paid:</td> <td>_____</td> </tr> <tr style="background-color: red; height: 15px;"> <td colspan="2"></td> </tr> <tr> <td>Deposit \$ & Refund Date:</td> <td>_____</td> </tr> <tr> <td>Direct Cr. or Chq No.</td> <td>_____</td> </tr> <tr> <td>Admin Signature & Date:</td> <td>_____</td> </tr> </table>	Deposit Paid Date:	_____	Letter of Confirmation Date:	_____	Full Payment Date:	_____	Full Amount Paid:	_____			Deposit \$ & Refund Date:	_____	Direct Cr. or Chq No.	_____	Admin Signature & Date:	_____
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