



# Swansea Belmont Surf Lifesaving Club

## Function Room Booking

Booking Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_ Financial member Y  N

Address: \_\_\_\_\_

Preferred contact person: \_\_\_\_\_

Phone (h) \_\_\_\_\_ (m) \_\_\_\_\_

Phone (w) \_\_\_\_\_ Email: \_\_\_\_\_

Function date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Function room Upstairs

Downstairs

Nature of function: \_\_\_\_\_

Start time: \_\_\_\_\_ Estimated numbers: \_\_\_\_\_

### BOOKING FEES

Booking deposit \$300.00  
Non refundable less than 21 days prior to function

Security Bond \$300.00  
Refundable after function, any damages and breakages will be deducted

Payable upon booking \$600.00

A letter confirming your booking and receipt of deposit will be sent as soon as your booking is approved.  
An invoice for the balance of your room hire fee will be sent to you 30 days prior to your function and must be paid in full no later than 14 days prior to your function date.

Balance outstanding \$ \_\_\_\_\_

*See over for acceptable payment methods*

I have been provided with a copy of Swansea Belmont SLSC Hall Hire terms and conditions and agree to the terms of hire.

X \_\_\_\_\_

x \_\_\_\_\_

## FUNCTION BOOKING PAYMENT OPTIONS

We accept Cheque, Visa and Mastercard or Direct Deposit.

**PLEASE NOTE WE ARE UNABLE TO ACCEPT CASH, AMEX or DINERS**

### **Credit card authority**

Cardholder name \_\_\_\_\_

Card number \_\_\_\_\_

Expiry date      \_\_\_\_/\_\_\_\_                      CVV      \_\_\_\_\_

Amount              \$ \_\_\_\_\_

Sign                      X \_\_\_\_\_

### **Cheque**

Please make cheques payable to Swansea Belmont Surf Lifesaving Club and attach to your booking request.

### **Direct Deposit**

Deposits can be made by internet or over the counter at any Newcastle Permanent Branch.

Account name:              Swansea Belmont Surf Lifesaving Club

BSB:                              650 000

Account Number:          961664201

Please note the deposit with reference Function and your last name.