|  |  |  |  |
| --- | --- | --- | --- |
| Date requested |  | Bond amount |  |
| Name of person requesting refund |  | | |
| Original payment received from |  | | |
| Contact number |  | | |
| Contact email |  | | |
| Address for remittance advice |  | | |
| Date of event / venue use |  | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Please make payment into my nominated bank account: | | | | | | | | | | | | | | | | | | | | | | |
| Name of account: | | | | |  | | | | | | | | | | | | | | | | | |
|  | | | | |  | | | | | | | | | | | | | | | | | |
|  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |
|  | Bank | |  | Branch | | | | |  | Account Number | | | | | | |  | Suffix | | | |  |
| **Please provide a pre-printed bank deposit slip or an email confirming bank details** | | | | | | | | | | | | | | | | | | | | □ Copyattached? | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **OFFICE USE ONLY**   1. *Relative hire fees have been paid by the hirer and the Custodian has not reported any damage or incidents which would require retention of part or whole of the security deposit; or* 2. *The following deductions from the security deposit should be made and disbursed as follows:* | | | | |
| Additional cleaning costs |  | | | |
| Unpaid hire fees |  | | | |
| Damage |  | | | |
| Net amount of refund ($) |  | | | |
|  |  | | | |
| Bond receipt # |  | Date paid |  | □ attached? |
| Invoice receipt # |  | Date paid |  | □ attached? |
|  |  |  |  |  |
| Authorised by Reserves & Bookings Administrator |  | Date |  | |
|  |  |  |  |  |
| Approved by Team Leader Contracts & Administration |  | Date |  | |