

Lions Youth Haven Function Centre Booking Sheet

(Please sign, fill out missing details & email to info@lyh.org.au)

Date/s of Function: <small>Please include month and year</small>			
Function Start Time:		Function End Time:	
Access requested from:			Use of BBQ area required:
Type of Function:			
Cleaning Bond	Refunded if the Function Centre is suitably cleaned & left as it was prior the function.	Date Paid	
Total Time:		Total Cost	

Contact Name:	
Signature:	
Contact Phone Number/s:	
Address:	
Email	

FEES AND REQUIREMENTS:

- Function Centre Daily rate = \$300 including GST, power, water, urn, crockery, electronic whiteboard, video/TV, kitchen, air conditioning, trestle tables & chairs accommodating up to 60 people.
- The half rate - \$150 (incl GST) per half day.
- BBQ area cost is \$60 (incl GST) per use includes refrigerator, urn, auto gas stove & town gas.
- Tables & chairs to be stacked neatly and accessible in storage room, cleaning & vacuum equipment are to be used to clean facilities after each use to avoid loss of cleaning bond.
- Bond: \$200
- On acceptance of your booking we will provide details for a bank deposit.
- Please keep to speed limits, angle park & avoid obstructing road & site works.

OFFICE USE:

Date Deposit Paid:		Invoice No:	
Date Balance Paid:	No Payment Required	Lions Club:	Yes
Method of Payment:		Date Bond Refunded:	
Issues/Feedback:			
Notes:	Please include your bank details for quick return of your deposit		