

Bond Refund Request



Town of Cottesloe

Use this form to request a bond refund for various facility hire and events.

Completed Booking

Cancelled Booking

Refund Details

Event date:	Bond amount:
Trust number:	Receipt number:
Preferred refund (please circle): Cheque (posted to below address) Bank transfer (please complete details below)	

Payee Details

Name of payee:	
Postal address:	
Postcode:	
Email:	
Phone: (M)	(H)
Bank account details (name, account number and BSB):	

Payee details must match original payment details. If the details differ, please contact Town of Cottesloe administration on (08) 9285 5000 or email town@cottesloe.wa.gov.au.
Inspection of the Town of Cottesloe facility or reserve will be carried out during business hours after the completion of booking. If the inspection reveals no damage, the bond will be refunded. If the inspection reveals that the conditions of hire were not met, the payee will be notified of the action taken by the Town.

Signature: _____ Name: _____ Date: _____

Office Use Only

Inspected by: _____ Date: _____

Prepared by: _____ Date: _____

Authorised by: _____ Date: _____