

BOOKINGS

Bond refund request



Town of Cottesloe

- Use this form to request a bond refund for bookings.
- Refund are subject to venue inspections.

Cancelled booking

Completed booking

Booking and bond details

Booking name:	Booking date:	Venue/s:
Trust number:	Bond amount:	Receipt number:

Payee details *(details must match original payment details)*

Name of payee:	Postal Address
Contact number:	Email:

Bank transfer details

Account name:	Bank name:
BSB:	Account number:

Inspection of the Town of Cottesloe facility or reserve will be carried out during business hours after the completion of the booking. If the inspection reveals no damage or remedial works, 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.

Date

Name

Signature

Office Use

BOND REFUND

Full refund:

Partial refund:

No refund:

Amount to be refunded

Date of inspection: _____

Inspected by: _____

Comments:

Refund authorized by:

(Name)

(Signature)

(Date)