

Booking Bond Refund

Use this form to request a bond refund for various facility bookings

Reason for request:

Completed Booking

Cancelled Booking

Booking and Bond Details

Event date:		Booking name:	
Trust number:	Bond amount:	Receipt number:	

Payee Details

Name of payee:	
Postal address:	
Email:	Phone:

Bank Transfer Details

Account name:	Bank name:
BSB:	Account number:

Payee details must match original payment details.

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 on: _____ Inspected by: _____ REF: _____

Full refund: YES NO Partial refund: YES NO No refund: YES NO

Damage incurred: _____

Cost for repairs: _____

Authorised by: _____ (name) _____ (signature) Date: _____