

BPACC DEPOSIT BOND REGISTRATION FORM



APPLICANT DETAILS

Name:
Company:
Address:
Town: State: Postcode:
Phone: Mobile:
Email:

PROPERTY DETAILS

Location:	Cost:	(please tick)	
Single Meeting Room	\$50	<input type="checkbox"/>	
Double Meeting Room	\$100	<input type="checkbox"/>	
Auditorium	\$300	<input type="checkbox"/>	
Entire Venue	\$500	<input type="checkbox"/>	Total Deposit:

Event Name: Event Date:
Paid By: CASH EFTPOS CREDIT CARD CHEQUE

CANCELLATION DETAILS

Please note: Cancellation Fees apply within these timeframes (business days).

Less than 24hrs before event	100% of bond
Less than 48hrs before event	80% of bond
Less than five (5) days before event	40% of bond
Less than ten (10) days before event	10% of bond

REFUND DETAILS

Please note: This deposit will be deducted from the final invoice, or refunded in the event of a cancellation.

Preferred method for refund: Electronic Funds Transfer (Complete below details)
 Cheque (Made payable to the applicant listed above)

BSB: Account Number:
Account Name:

OFFICE USE ONLY

Ledger Code		Receipt Date	
Receipt Number		Receipt Amount	
Permit Number		Bond Amount	
Approved Date		Approved By	
Signature			

Copy of
receipt here