

General Bond Refund Form



- Use this form to request a refund of bonds paid.
- Refunds are subject to venue inspections being satisfactory post event.

Reason for request:

- Completed Booking Cancelled Booking

Booking and Bond Details

Event date:	Name used for booking:	Venue used:
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:

Please note that bond refund payments can **only** be made to the original Payee.

Note: Inspection of the Town of Cottesloe facility or reserve will be carried out after the completion of the booking. If there is no damage, the bond will be refunded. If the conditions of hire were not met and there is damage, the hirer will be notified of the Town's decision regarding the bond refund.

Signature: _____ Name: _____ Date: _____

Office use only

Full refund: Partial refund: No refund:

Damage incurred: _____ Refund amount: _____

Prepared by: _____ Date _____
(Name) (Signature)

Inspected by: _____ Date _____
(Name) (Signature)

Authorised by: _____ Date _____
(Name) (Signature)