



# Leisure Centre Booking request

Resident (& Booking Person)		
Address		
Contact Phone and Email		
Date Required		
Requested Start Time: Time to begin set up		
Requested Finish Time: End of Function (additional time allowed for clean up)		
Number of Guests (max 55)		
Number of Visitor Vehicles (max 14)		
Function Profile (eg - Childs 4th Birthday)		
Do you require the Fridge or Stove turned on? Please circle.	Fridge - YES or NO	Stove - YES or NO
Any Special Activities Planned		
Other Requests or Comments		

I have received and read a copy of the LEISURE CENTRE FUNCTION CONDITIONS, and agree to the function detailed and I will ensure that all guests also abide by these conditions, and understand that I will be liable for any damage caused by any failure to observe these conditions.

Signed:
Date:

## OFFICE USE ONLY

Booking			
BC Requested: If non standard function	Requested	Approved	
Notified Resident:			
Deposit Paid: \$ and Date, Receipt #	\$		#
Signed: OSM			

Refund		
Refunded: \$ and Date	\$	
Amount Claimed & Reason:	\$	
Refund No:	#	
Signed: OSM		