

Carnaby Room

Application and Booking Form



Please complete all sections of this Booking Form and return to the School Registrar.

Please note you will need an up-to-date Adobe PDF reader to complete this document.
Request a copy via email from admin@moerlina.wa.edu.au.

APPLICANT DETAILS		
Person responsible for booking (must be 18+ years of age):		
Email for contact person:		
Company/Organisation (if applicable):		
ABN (if applicable):		
Contact Phone Numbers:		
Address of Organisation /Applicant:		
Proof of Identity : Driver's Licence	Other	N/A
Tax invoice required	Yes	No

BOOKING DETAILS		
Purpose of Booking		
Booking Type:	Public/Commercial	School Community
Single Booking	Recurring Booking	Frequency
Start Date :	Finish Date :	
Start Time :	Finish Time:	
Please Note: Accessing the alarm pad notifies the school of entry and exit times.		
Anticipated attendance numbers (maximum of 115 people) :		
Will alcohol be consumed during this booking?	Yes/No	
Will alcohol be sold during this booking? (If yes, an approved liquor licence will need to be sighted)	Yes/No	
Will party entertainment be provided? (If yes, Public Liability Insurance Certificate of Currency required)	Yes/No	

INSURANCE REQUIREMENTS
A Certificate of Currency is to be provided where third parties will be assisting with an event. i.e caterers, party entertainment businesses etc. <i>Should the School be required to lodge an insurance claim for property damage the Applicant is liable to contribute the sum of \$500 towards the excess.</i>

I have read and understood the Terms and Conditions of Hire. I agree to abide by them and will ensure that booking alterations or cancellations are provided in writing no less than 7 days prior to the booking date. I agree to make payment in full no later than 7 days prior to the booking date.

Signature of Applicant _____ Date _____

PAYMENT

Please make prompt payment in full no later than 7 days prior to the booking date, in order to secure your booking. Payment accepted by cash, EFT- temporarily unavailable (fees apply) or via direct deposit. Payment can be made in person at Moerlina School between the hours of 9am – 3:30pm, Monday – Friday.

Bank Details

Account Name: The Moerlina School Inc.

BSB: 016 281

Account No: 4257-07853

SWIFT Code: ANZBAU3M

Please use your company/organisation name or your full name for public bookings as a reference when making payments online.

Please request an invoice if required.

BOND REFUND DETAILS

Bond refund bank account details: Account Name

BSB Account Number

Bonds paid by credit card must present the card for refund of the bonds

OFFICE USE ONLY

Charge	Amount	Date Received	Refund Due	Date Refunded	Receipt
Room Bond	\$200				
Key Bond	\$ 50				
Room Hire					
TOTAL					

Department of Racing, Gaming & Liquor WA Liquor Licence : Provided N/A

Public Liability Insurance Certificate of Currency: Provided N/A

Room Condition Form: Issued Checked

Catering requirements competed: Yes N/A

Cleaner: Required Booked

Key : Required Date issued: Signature:

Date returned: Signature:

NOTES:

SCHOOL DETAILS

CRICOS School No. 02527G

Email: admin@moerlina.wa.edu.au

Website: www.moerlina.wa.edu.au

Address: 16 Brockway Road, Mt Claremont WA 6010 Phone: 08 9384 5894