



Shire of Lake Grace

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Bond Release Form

Name:			
Address:			
Phone (H):		Phone (M):	
Venue Hired:			
Date of Hire:			
Bond Amount:	\$	Bond Paid (date):	

Please Note: For auditing purposes your bond will be held in a separate Trust Account and can only be released in the form of not negotiable Trust Cheque made out the person whose name appears on this form. The Shire will deduct the cost of any damage or extra cleaning required after the event from your bond. If this cost exceeds the bond paid an invoice will be sent to the person whose name appears on this form to cover the damages and/or cleaning. Upon a successful inspection after your function this bond will be refunded via a cheque by the 21st day of the following month.

Signature:	Date:
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OFFICE USE ONLY

Refund Full Amount

Amount held due to:

Property damage \$.....

Extra cleaning required \$.....

Keys not returned \$.....

Total amount of bond withheld
(Subject to Manager approval) \$.....

Authorising Officer:

Signature:

Manager:
(if amount to be withheld)

Signature: