



Dominion Road School Hall Hire Contract - Casual

Tax Invoice
GST No. 52-102-979

Date: _____

Parties: **Dominion Road School**
14 Quest Terrace, Mt Roskill
Phone: 621 0155
email: office@dominionrd.school.nz

Hirer: Name of Organisation/Person: _____

Name of Person responsible: _____

Address: _____

Email Address: _____

Mobile Number: _____

This should be the number the hirer can be contacted on during the period of hall hiring

Occasion: _____

Schedule of Principle Terms

1. Facility: Hall, Kitchen, Toilets, Stage.
2. Rental: \$50 per hour (incl GST)
3. Bond: \$500
4. Commencement Date: _____
5. Total number of hours of use: _____
6. Hours of use: From _____ am/pm To _____ am/pm



I have read and agreed to the terms and conditions of the Dominion Road School Hall Hire Contract.

Deposit to be paid at the time of booking. Payments to be made by: online / cash (**please circle appropriate method of payment**)

School Bank account details ASB 12 3033 0353 965 01 - Ref: Hirers Name

Signed by or on behalf of the hirer: _____

Signed on behalf of Dominion Road School _____

For office use only

Item	Amount Paid	Date Paid
Deposit received for hall hire:	\$ 50.00	
Bond Received	\$500.00	
Hours of hire: _____ x \$50/hr	\$	
Instalment (if required)	\$	
Instalment (if required)	\$	
Instalment (if required)	\$	
Instalment (if required)	\$	
Total Received	\$	(CASH / EFTPOS / INTERNET BANKING)

Bond refunded (FULL / PART) \$ **(INTERNET BANKING ONLY)**

Actioned by(Office Staff): _____

To Bank A/C number: _____

Date: _____

COMMENTS: