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|  | **VANCORA**  **BOOKING FORM / TAX INVOICE** |

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| **MONASH STUDENT ASSSOCIATION (CLAYTON) INC. PO BOX 10 MONASH UNIVERSITY VIC 3800. ABN 20 147 061 074.**  **PLEASE EMAIL COMPLETED FORM TO tasmine.kose@monash.edu BOOKING FORM & PAYMENT MUST BE RECEIVED IN FULL PRIOR TO SCHEDULED EVENT.** | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| **COMPLETE YOUR DETAILS BELOW**  NOTE: No receipts will be sent – this form will act as your invoice and receipt, so retain a copy for tax purposes | | | | | | | | | | | | | | | | | |
| **TITLE** | | **FIRST NAME** | | | | | | | | **LAST NAME** | | | | | | | |
| **ORGANISATION NAME** | | | | | | | | | | **ABN** | | | | | | | |
| **ADDRESS** | | | | | | | | | | | | | | | | | |
| **SUBURB** | | | **STATE** | | | | | | | | | **POSTCODE** | | | | | |
| **TEL** | | | **MOB** | | | | | | | | | **FAX** | | | | | |
| **EMAIL** | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| **BOOKING DETAILS** | | | | | | | | | | | | | | | | | |
| **FUNCTION NAME** | | | | | |  | | **DATE OF EVENT** | | | **D D / M M / Y Y Y Y** | | | |  | | |
| **LOCATION\*** | | | | | | **START TIME** | | | **H H : M M** | | | | **START TIME H H : M M** | | |
|  | | | | | | **EXPECTED ATTENDANCE** | | | | | |  |  | | |
|  | | | | | |  | | | | | | | | | |
| **STAFFING FEE (2 STAFF MEMBERS)** | | | | | **PRICE** | |  | **QTY** | **BEVERAGE** | | | | | | | | **PRICE** |
|  | **WEEKDAY – 1 HOUR EVENT** | | | | $215.00 | |  | **COFFEE / TEA / HOT CHOCOLATE @ $1.10 PP** | | | | | | | | $ |
|  | **WEEKDAY – 2 HOUR EVENT** | | | | $275.00 | |  | **BOTTLED WATER @ $26.00 (24 x 600ML UNITS)** | | | | | | | | $ |
|  | **WEEKDAY – 3 HOUR EVENT** | | | | $335.00 | |  | **CANNED DRINKS @ $36.00 (24 x 375 ML UNITS)** | | | | | | | | $ |
|  | **WEEKEND – 1 HOUR EVENT** | | | | $260.00 | |  | **JUICE BOXES (250ML) @ $33 (24 x 250ML UNITS)** | | | | | | | | $ |
|  | **WEEKEND – 2 HOUR EVENT** | | | | $340.00 | | **SUBTOTAL** | | | | | | | | | **$** |
|  | **WEEKEND – 3 HOUR EVENT** | | | | $415.00 | | **QTY** | **FOOD** | | | | | | | | **PRICE** |
|  | **PUBLIC HOLIDAY – 1 HOUR EVENT** | | | | $400.00 | |  | **HOT DOGS @ $68.00 (26 UNITS)** | | | | | | | | $ |
|  | **PUBLIC HOLIDAY – 2 HOUR EVENT** | | | | $525.00 | |  | **DONUTS BY MR DONUTS @ $24.00 (12 UNITS)** | | | | | | | | $ |
|  | **PUBLIC HOLIDAY – 3 HOUR EVENT** | | | | $645.00 | |  | **ZOOPER DOOPERS @ $8.00 (24 UNITS)** | | | | | | | | $ |
|  | **3+ HOUR EVENT** | | | | $POA | |  | **INDIVIDUAL POPCORN BAGS @ $30.00 (30 UNITS)** | | | | | | | | $ |
| **SUBTOTAL** | | | | **$** | | | **SUBTOTAL** | | | | | | | | | **$** |
| **COMMENTS / DIETARY INFORMATION / SPECIFIC CATERING** | | | | | | |  | | | | | | | | | |
|  | | | | | | |
| **TOTAL DUE** | | | | | **$** | | | **(GST INC.)** | |
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| * **By signing below I certify that I am authorised to make this booking on behalf of the organisation stated above and confirm the booking.** * **I hereby agree to the terms and conditions as outlined below and confirm that the proposed venue has been booked with the Monash University – Venues.\*** | | |
| **PRINT NAME** | **SIGNATURE** | **DATE** / / |

**TERMS AND CONDITIONS**

* **(\*) Your booking cannot be accepted without prior confirmation from Monash University – Venues, please attach confirmation with this booking form. In the event that Vancora is unable to access the venue due to your failure to secure or arrange access to the venue/location, management reserves the right to cancel the booking without refund to you.**
* Completed booking form and payment must be received in full at least 5 working days prior to the scheduled event. Note: your booking is not secured until both have been received.
* Cancellations must be confirmed 5 working days prior to the event date. For cancellations made with less than 5 working days’ notice, no refunds are possible.
* In the event where your overdue account is referred to a collection agency and/or law firm, you will be liable for all costs which would be incurred as if the debt is collected in full, including legal demand costs.
* Overdue accounts will be subject to interest at the rate of 25%, calculated for the period the account is due until the date it is paid.
* **All prices are inclusive of GST, where applicable.**
* No receipts will be sent – completed booking forms will act as your tax invoice and receipt, so please retain a copy for tax purposes.
* All bookings are subject to the MSA Terms and Conditions.
* Vancora reserves the right to refuse bookings if the event contravenes the MSA Constitution or if the event is deemed unsafe.

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| **PAYMENT DUE NOW** | | | | | | | | | | | | | | | | | | | | | | | | |
| **DIRECT DEBIT** | | | | **CREDIT CARD** | | | | | | | | | | | | | | | | | | | | |
| **BANK** | Commonwealth Bank | | | **CARDHOLDER NAME** | | | | | | | | | | | | | | | | | | | | |
| **ACCOUNT NAME** | Monash Student Association (Clayton) Inc. | | | **CARD TYPE**   VISA  MASTERCARD | | | | | | | | | **SIGNATURE** | | | | | | | | | | | |
| **BSB No.** | 063-408 | | |
| **ACCOUNT No.** | 1008 7145 | | | **EXPIRY DATE** / | | | | | | | | | **CCV** | | | | | | | | | | | |
| **REFERENCE** | VANCORA | | | **CARD No.** |  |  |  | |  |  |  |  | | |  |  |  |  |  | |  |  |  |  |
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| **MSA FINANCE USE ONLY** | | |  | **VANCORA USE ONLY** | | | | | | | | | | | | | | | | | | | | |
| **PAYMENT DATE** | | **PROCESSED BY** | **DATE RECEIVED** | | | | **PROCESSED DATE** | | | | | | **PROCESSED BY** | | | | | | **CHECKED BY** | | | | |