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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.** |
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| **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.\***
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| **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.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |
| **MSA FINANCE USE ONLY** |  | **VANCORA USE ONLY** |
| **PAYMENT DATE** | **PROCESSED BY** | **DATE RECEIVED** | **PROCESSED DATE** | **PROCESSED BY** | **CHECKED BY** |