Bond refund application

WHAKATĀNE District Council
Kia Whakatāne au i ahau

Date requested		Bond amount	
Name of person requesting refund			
Original payment received from			
Contact number			
Contact email			
Address for remittance advice			
Date of event / venue use			

Please make payment into my nominated bank account:

Name of account: _____

Bank	Branch	Account Number	Suffix
☐☐	☐☐☐☐	☐☐☐☐☐☐☐	☐☐☐

Please provide a pre-printed bank deposit slip or an email confirming bank details   ☐ Copy attached?

OFFICE USE ONLY

a) *Relative hire fees have been paid by the hirer and the Custodian has not reported any damage or incidents which would require retention of part or whole of the security deposit; or*

b) *The following deductions from the security deposit should be made and disbursed as follows:*

Additional cleaning costs	
Unpaid hire fees	
Damage	
Net amount of refund ($)	

Bond receipt #		Date paid		☐ attached?
Invoice receipt #		Date paid		☐ attached?

Authorised by Reserves & Bookings Administrator		Date	

Approved by Team Leader Contracts & Administration		Date	