

EVENTS MANAGEMENT DEPARTMENT

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REFUND FORM FOR VENUE HIRE

CLIENT DETAILS:		
NAME:		
CELL NUMBER:		
EMAIL:		
SECURITY DEPOSIT AMOUNT:		
AMOUNT TO BE REFUNDED		
N\$		
Please sign and date below to conf	firm that the above details are correct.	
Print Name	Signature	
Date		
OFFICE USE		
RECOMMENDATION FOR REFUND		
Print Name	Signature	
Date		
REFUND RECEIVED BY:		
PRINT NAME:		
SIGNATURE:		
DATE:		