



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 confirm 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: _____