



Facility condition report

THIS FORM MUST BE COMPLETED TO OBTAIN BOND REFUND

E: council@bmcc.nsw.gov.au **T:** 4780 5000 **F:** 4780 5555
M: Locked Bag 1005 KATOOMBA NSW 2780

Please complete and return this form with the keys and / or e-mail to receive bond refund

Booking number:

(Reference number is shown on confirmation letter)

Name of Facility:

Principal Hirer:

Contact Phone Number:

Date of hire:

Pre hire condition

Was the building secure on entry (ie., alarms on / windows closed, etc)?

Yes No

Please indicate the condition of the facility prior to use:

	Clean / tidy state / good working order	Below standard	Area / equipment not used
Booked area			
Toilets			
Kitchen / Kitchenette			
Chairs			
Tables			
Audio equipment			
Lighting equipment			
Grounds / parking			

Comments

Post condition report

Did any damage occur to the property / equipment during, or as a result of, the event?

Yes No

If yes, please advise

Were there any building maintenance issues identified during use that could affect safety?

Yes No

If yes, please advise

Please confirm that the area booked was left in a clean and tidy state:

	Yes	No	N/A
All rubbish packed in garbage bags and taken away			
Decorations and other equipment (where used) have been removed (including blu tac)			
All chairs and tables have been wiped down and stacked in the designated areas			
Audio equipment left in working order and switched off and locked away			
Kitchen / Kitchenette (where used) has been left in a clean and tidy state (benches wiped down)			
Floors were left in a clean and tidy state (swept and mopped where necessary)			
All electrical equipment was turned off (lights, heaters, etc)			
All windows were closed and alarms set			
Parking areas and grounds have been left tidy and free of rubbish (including cigarettes)			

The bond refund will be issued by cheque within 10 working days.

Signature Principal hirer:

Date:

Keys must be returned by close of business on the next working day after the function (unless otherwise arranged).