



Bond Inspection Report

Date:	Reference:
Hirer:	Function:

Mechanics Hall & Meeting Room			Creek Cottage		
Standard Cleaning Time		2 hours	Standard Cleaning Time		1 hour
General Cleanliness	Yes / No	Extra Time	General Cleanliness	Yes / No	Extra Time
Meeting Room			Bed Room		
Hall			Bathroom		
Toilets			Lounge / Dining Room		
Kitchen			Kitchen		
Crockery			Crockery		
Glasses			Glasses		
Cutlery			Cutlery		
Damage		Breakages/lost	Damage		Breakages/lost
Meeting Room			Bed Room		
Hall			Bathroom		
Toilets			Lounge / Dining Room		
Kitchen			Kitchen		
Crockery			Crockery		
Glasses			Glasses		
Cutlery			Cutlery		
Pans / Urns /Utensils/etc.			Utensils		

Comments

Inspected By: _____

Date: _____

-----Office Use Only-----

Bond Paid: \$

Damage: \$ Breakages: \$ Total: \$

Refund: \$ Processed Dated: / /

Hirer Notified: by email telephone mail

Processed By: Signed: