



CAVANBAH CENTRE

How to Book

- Visit our complex. Call first to request a tour to view the facilities.
- Familiarise yourself with the facilities, the fees, terms and conditions of hire.
- Speak with staff to discuss your requirements and check availability.
- Carefully read the user agreement and complete a booking form.
- At the time of lodging your booking form please provide:
 - ✓ Payment in full to secure your booking;
 - ✓ A Certificate of Currency of Public Liability Insurance to the value of \$10 million if you fit the description outlined in the User Agreement.
- Booking forms and user agreements are available on Byron Shire Councils website or at the Cavanbah Centre.

Operational hours are as follows:

Monday to Friday	8.00am -9.30pm
Saturday	9.00am – 4.00pm
Sunday	9.30am – 4.00pm

All bookings outside of Operational Hours will incur extra charges to cover costs.

Methods of Payment

Direct Deposit

<u>Account Name:</u>	BSC – CAVANBAH CENTRE
<u>BSB:</u>	062 578
<u>Account Number:</u>	1031 5534
<u>Reference:</u>	Invoice Number and Organisation Name

Please send confirmation of payment email to info@cavanbah.byron.nsw.gov.au

Payments over the Counter

Payment can be made by cash, cheque, EFTPOS and credit card (Visa & MasterCard only)

Please make **ALL** cheques out to '**BSC-Cavanbah Centre**'

A credit card merchant fee of 0.42% will be added to payments made by credit card.

Payment made online

Please complete the Charge Credit Card Authorisation Form.

This form is available on our website at <http://www.byron.nsw.gov.au/cavanbah>

You will need to include the credit card merchant fee of 0.70% to payments made by credit card on the form and either email to info@cavanbah.byron.nsw.gov.au or in person at the Cavanbah Centre.

Payments Made by Mail

Cavanbah Centre
249 Ewingsdale Road
Byron Bay, NSW, 2481.

Please make **ALL** cheques out to '**BSC-Cavanbah Centre**'