**BOOKEASY RESERVATION SYSTEM SIGNUP**

**BALLINA VISITOR CENTRE RESERVATIONS SYSTEM**

**Please return to**

Ballina Visitor Centre, 6 River Street, Ballina

PO Box 450, Ballina, NSW 2478

balinfo@ballina.nsw.gov.au

**CONTACT DETAILS**

Company Name:

Name:

Address:

Phone:

Email:

Website:

ABN:

I agree to Ballina Shire Council’s 11% referral fee incurred from inventory sold through the Ballina Visitor Information Centre (please note other distribution channels through Bookeasy vary, note when selecting distribution channels).

I agree to maintain my listing ensuring it is accurate, current and a true reflection of my inventory available for sale.

I will not publish any information or offer an incentive suggesting that the customer should book directly with the property as opposed to using the Bookeasy system or the Ballina Visitor Information Centre.

I will inform the Ballina Visitor Information Centre if any of the details listed in this form change, thus enabling payments to be made correctly.

*Please note Bookeasy makes available a knowledge base with answers to frequently asked questions and directions on setting up your account. If you do experience any issues Bookeasy can be contacted during AEST on 1800 754 499 or 0756682540. Additionally you can log a support request through the Knowledge base on your console.*

Name of Authorised Officer Position Held

Signature Date

 **PAYMENT DETAILS – DIRECT DEPOSIT**

**Office use only**

Application approved YES/NO

TRIM:

Staff Signature:

Date:

 Account Name:

 BSB Number:

Account Number:

Name of Accounts Contact:

16/58787