

## EFTPOS AGREEMENT FORM: USING THE ARTS CENTRE EFTPOS MACHINE FOR YOUR SALES

The Raglan Community Arts Council Inc. (RCAC) operator of the Raglan Old School Arts Centre has an EFTPOS machine that is available for use by people hiring a room or having a market stall for sales to their customers. The EFTPOS machine is located by the front door in the Foyer.

**For example, door fees at music events, sale of CD's, sale of books at a book launch, and sales made by a market stallholder.**

**To cover costs there is a charge for using the EFTPOS machine service.** To use this service, you will need to complete and return this EFTPOS Agreement Form to the office staff.

The charge for the service is **\$3.00** for the first sale and **\$2.00 for each** following sale. The service fee will be deducted before payment is made into your bank account. Your income will be credited into your bank account within 5 working days from the date that you provide the Old School Arts Centre with the EFTPOS machine receipts as proof of the sale. Until we have the receipts, no money can be paid into your bank account.

For any higher value sales (over \$25) made by your customers with a credit card (VISA, MasterCard, AMEX, JCB) or a contactless debit card (VISA, Mastercard) the bank transaction fee will be deducted in addition to the service fee. The credit card fee is 2% and the contactless debit card fee is 1%.

*The Raglan Community Arts Council will retain unclaimed or unidentified money for 90 days, thereafter any money received in its bank account that is unclaimed or unidentified will be treated as a donation towards the operation of the Raglan Old School Arts Centre.*

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Name in Full:.....

Business Name:.....

Bank:.....

Branch:.....

Account Details:.....

Phone number:.....

Email:.....

Date:..... Signed:.....

Instructions on how to use the EFTPOS machine are available above the machine.