



CHILDRENS PARTY HIRE BOOKINGS

TERMS OF BOOKINGS

- Party bookings can be made for Saturdays **only**. There will be a flat fee of \$50 per Party Booking for hire.
- A refundable bond of \$100 is required and will be returned to the hirer when the room has been inspected and it is determined they were left in good and clean condition. The attached Bond Return Form must be completed.
- Party bookings are only confirmed once the payment of the booking fee and refundable bond are both received (\$150).
- Party bookings are only for the Playgroup room and Playground. No party bookings can use the kitchen area in the meeting room.
- The party booking is for room usage only. It does not include food, drinks, outdoor toys, crafts, printing, internet or cleaning services. There is no access to the outdoor sheds.
- Party bookings must collect in person the key for the room on the Friday prior to the booking. Key is to be returned on the Monday (or first working day) after the event.
- Inspection of the room will occur on the Monday after the Party booking.
- Please ensure that any damage to the building or equipment is reported to the office when returning keys.
- In the event of the facilities being left in an unsatisfactory or unclean condition after hire an extra fee at a rate of \$40 per hour will apply.
- For after-hours emergencies, please call Jenni Oliver, Manager – 0416 688 278.
- Lost keys will be charged \$30.00.

Name	
Phone	
Email	
Address	
Date of Hire	

PAYMENT: \$50 for party hire. PLUS \$100 refunded bond. Please pay \$150 in cash or transfer money to: BSB 036 121 Account No: 147732.

I have read and agree to the above conditions. I understand that if the premises are not left in a good and clean condition the full bond will not be refunded, and I may be charged a cleaning fee.

Signed:		Dated:	
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Bond Return Form

Playgroup and Playground	Sign
Wash, dry and put away all dishes	
Wipe all bench tops, table tops and outside table	
Remove all party decorations, inside and out	
Check toilets are cleaned, flushed, and rubbish removed	
Check playground is free of rubbish	
Sweep and mop floors	
Collect rubbish and take with you	
Turn off all electrical items – kettle, air-con/heater, lights	
Doors are locked and gates shut	

Signed by hirer	
Date	
Signed by Hub	
Date	
Date Bond Returned	