

## Terms and Conditions of Party Hire

Please READ THIS CAREFULLY and bring it with you to your party to refer to important information below.

### Booking times for Part Hire:

**Saturday Morning Hire: 9 am - 12 noon; Afternoon Hire: 2 pm – 5 pm**

**Sunday Afternoon Hire: 2 pm – 5 pm**

**In consideration for our neighbours only Afternoon Hire is available on Sundays and Public Holiays**

You can arrive at the Centre one hour before your booked time to enable set up but the party must not start before the booked time. Morning hirer must have cleaned and departed from the Centre by 1 pm. Afternoon hirers must vacate one hour after the end time stated above.

This is a Community Centre and as such is used by a number of community groups. There may be other activities at the Centre, such as meetings or workshops in the library, during your hire. Everyone's co-operation is appreciated.

### Booking limitations:

Because the Centre is located in a built up residential area we are required to place the following restrictions:

- A maximum of 30 children in attendance.
- **Please have consideration for our neighbours. No megaphones, microphones or any other amplification of sound or live music in the playground.**
- No animals are allowed in the Centre at any time. This includes Kindi Farms, pony rides and pets
- The Centre buildings and grounds are a smoke free environment. Please ask your guests to smoke outside the gates.
- The consumption of alcohol on the premises is restricted at all times. You are responsible for the management of behaviour of all members of your party whilst using the centre.
- All rubbish must be taken with you.
- A limited number of ride-on toys, tables and chairs are included in party hire and stored in the shed.
- If you become aware of any hazards please advise the Centre during business hours on 9302 3600
- The Library or administration areas may also be in use at the same time as your booking. If this the case you will be notified prior to your function.
- The playground, hall and kitchen are for your use during the time of hire. Signage can be provided indicating there is a private function at the centre, but please be aware that **the Centre is a community facility and as such the playground is accessible to the general public for their use at all times.**

**Note:** Should you experience any serious problems with unwelcome visitors during party hire please contact Paddington Police on 8356 8299 & report this to the Centre on 02 9302 3600 as soon as possible..

### Booking procedures:

**Fees: \$195.00 per half day session for non members (\$375.00 for all day events) and, \$175.00 for members per session (\$330.00 for all day events). An additional key deposit by way of credit cardnumber is required.**

**Keys: You may collect the keys on the Thursday or Friday preceding your booking.** Please be advised that there will be no staff available on the weekends should you forget to pick up the key, so it is important that you understand it is your responsibility to collect the key prior to the hire date. All keys should be returned to the office as soon as possible after the party weekend.

**Penalties:** A \$5 per day admin fee may taken for every day after the Tuesday that the key is late. If the key is not returned ten working days after the hire the entire \$50 will be charged and treated as a donation to the Centre. Up to \$50.00 will be charged to the nominated credit card if the Centre is not left tidy.

**Refunds:** The Centre is dependent on the income derived from these fees, which are used to provide essential services. All refunds require 4 weeks' notice, where booking fees will be refunded less a \$20 administration fee. Failure to provide the required notice will mean that booking fees may not be refunded.

### Cleaning:

- Reports from party families indicate that sometimes an unacceptable mess has been left by a previous party. Please co-operate and consider others by cleaning up – **failure to do so will result in loss of part or all of your key deposit.**
- Please leave the area as you found it. If you find the centre in a mess please notify us in the first instance. Please clean up and wipe kitchen surfaces and remove all leftover food as this can be a health hazard
- We ask that you assist by removing your own rubbish away. Our bins fill rapidly with waste from the Centre's activities and we do not have the capacity to cope with any additional waste from external hires.
- Toys, tables and chairs are stacked safely back in the shed.

### Check list:

On **arrival** please complete the form provided to identify any pre-existing problems otherwise you will be held responsible for them. When **leaving** the premises please complete the second form provided to confirm that you have left the centre in good order and to give us other feedback. Please ensure that:-

- ✓ You have turned off the oven
- ✓ Any heaters/air conditioners are turned off
- ✓ All indoor lights are turned off
- ✓ The hall, toilets and shed are locked
- ✓ You have checked the playground and hall areas for personal possessions and party litter
- ✓ You take your rubbish with you. **Your deposit will be forfeited if your rubbish is not removed.**
- ✓ You have left the key in the mailbox (a fee of \$5 per day will be charge if the key is not left in the mailbox or returned on Monday)

If you have any further queries, please contact the Centre on **9302 3600**. NB: *The centre is not staffed at weekends. In case of an emergency related to the hire, please call 0419221246. Please note that this will not guarantee personal attendance by centre staff.*

**ENJOY YOUR PARTY – WE HOPE YOU HAVE A GREAT TIME!**