

PARTY BOOKING FORM



DAY OF PARTY: (Please tick preference)

- MONDAY TUESDAY WEDNESDAY
 THURSDAY FRIDAY (AM ONLY)

DATE OF PARTY: _____ **TIME OF PARTY:** _____

NUMBER OF CHILDREN ATTENDING : _____

CHILD'S NAME: _____ Male
 Female

PARENT'S NAME: _____

POSTAL ADDRESS: _____

PHONE: H) _____ M) _____

Type of Party: Birthday Party Other _____

COURT HIRE **KITCHEN HIRE**

NO FOOD OR DRINK ALLOWED ON COURT.

PARTY ACTIVITIES ALLOWED ON COURTS :

- Roller Skating / Scooters / Skateboards (bring own boards / scooters)
- Ball Sports (Soccer, Basketball & Dodgeball etc) - Party Games

*Please Note: - Booking fee includes use of kiosk / cafe area & pie warmer (if required) and
It is your responsibility for clean up.*

Payment Details:

<input type="checkbox"/> Court Hire (P/Hour) <small>(Please allow ½ hour for set-up & ½ hour for clean up)</small>	(\$45.00)	=	\$ _____	
<input type="checkbox"/> Kitchen Room (P/Hour)	(\$33.00)	=	\$ _____	
<input type="checkbox"/> Other		=	\$ _____	
TOTAL		=	\$ _____	
Deposit Paid		=	\$ _____	Date. _____
Balance owing		=	\$ _____	Receipt No. _____

Has Party been entered into Booking Form **Y / N** **Photocopy given to Parent** **Y / N**

Staff member who took the booking: _____ Date: _____

Venue User to sign the back of this form

USER BOOKING - CONDITIONS OF USE

- 1 Bookings will only be accepted if they are submitted on a Party Booking Request Form prior to commencement of Hire.
- 2 All applicants must sign and return this booking request form prior to commencement of Hire.
- 3 **AMENDMENTS TO BOOKINGS:** Any changes to your booking must be submitted verbally or in writing.
- 4 **CANCELLATION OF BOOKING:** Any cancellations must be received verbally or in writing and may incur a fee as outlined below :

Cancellation of your booking more than 7 days prior to the booking	No Charge
Cancellation of your booking less than 1 days prior to the booking	\$45
- 5 Management reserves the right to use the facility should it be required for special purpose or one off events providing the request is made in writing at least 30 days prior to the booking start date.
- 6 **CLEANING :**
 - a) All areas used must be left in a clean and tidy condition. Should the Centre require any additional cleaning (above that which is normally done) as a result of your use of the facilities, the hirer will be invoiced for these additional costs.
 - b) Cleaning time by the hirer must be included in the total venue hire period.**
 - c) The hirer is required to vacate the Centre at the expiration of the time specified on the booking form. Failure to do so will result in **additional** costs being charged to the hirer.
- 7 The hirer shall not permit the consumption of alcoholic beverages during the currency of the hirer’s booking.
- 8 Anyone found causing wilful damage to any Centre property, or found to have removed or misused Centre property may be charged to the full extent of the law.
- 9 Damage to Centre property shall be paid for by any person(s) who wilfully or negligently causes such damage. Person(s) are responsible for damages incurred by dependent guests/children.
- 10 Any damage discovered prior to booking, please report to reception, this will ensure that your organisation will not be held responsible.
- 11 Groups are to maintain and keep order and decent behaviour.
- 12 Roche Park is a Non-Smoking Building – Smoking is prohibited within 10 metres from door openings.
- 13 In the event of the emergency signal sounding, assemble hirer’s group together and await staff instructions.

DECLARATION

I / We hereby make application for the use of the Roche Park Recreation Centre facilities and services and will not hold liable Roche Park Recreation Centre, the Shire of Collie and it’s agents, or employees for any personal injury or loss of property. I / We have read and understood the above Conditions of Use and agree to uphold them for as long as the term of this agreement.

I / We have received a copy of the Roche Park Evacuation Plan

I / We will instruct all patrons the emergency mustering point, exit doors, smoking areas prior to all meetings/functions.

Name : Signature :

Dated :

ROCHE PARK RECREATION CENTRE
Locked Bag 6225 COLLIE WA 6225

Phone : (08) 9734 4388
Email : rp.reception@collie.wa.gov.au