



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 \_\_\_\_\_

**PLAYROOM HIRE    (0 – 5 yrs only)**

(includes use of BOUNCY CASTLE)

**ALL FOOD & DRINK IS TO BE CONSUMED IN KIOSK AREA ONLY.**

*Please Note: - Booking fee includes use of kiosk / cafe area & pie warmer (if required) and  
It will be your responsibility to ensure areas are clean and tidy.*

**Payment Details:**

Playroom Hire (P/Hour)    ( \_\_\_\_\_ hrs @ \$45.00 p/hr)                      =                      \$ \_\_\_\_\_  
(Please allow ¼ hour for set-up & ¼ hour for clean up)

Please note :-

\*\* In the event of any damages incurred by dependent guests/children  
the Hirer will be held responsible.    (See Point 9 – Conditions of Use)                      =                      \$ \_\_\_\_\_

**TOTAL**                      =                      \$ \_\_\_\_\_

**Date**                      \_\_\_\_\_

Photocopy given to Parent    Y / N

Bouncy Castle Instructions given to parent Y/N

Staff member who took the booking: \_\_\_\_\_

**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