



PARTY BOOKING FORM



Date Paid.

PARTY DETAILS

DAY OF PARTY (Please tick preference)	<input type="checkbox"/> MONDAY <input type="checkbox"/> TUESDAY <input type="checkbox"/> WEDNESDAY <input type="checkbox"/> THURSDAY <input type="checkbox"/> FRIDAY (AM)
DATE/TIME OF PARTY & NUMBERS	Date of party: <input type="text"/> Time of party: <input type="text"/> Number of children attending: <input type="text"/>
CHILD'S DETAILS	Child's name: <input type="text"/> Child's age: <input type="text"/> <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
HIRER'S DETAILS	Parent's name: <input type="text"/> Phone (M): <input type="text"/> Email: <input type="text"/>

TYPE OF PARTY

PLAYROOM HIRE

0-5 Years ONLY

Use of **Bouncy Castle** included (instructions given to parents/guardians).

All Playroom equipment will be set up by staff prior to the party

COURT 3 HIRE

<input type="checkbox"/> PACKAGE A	<u>Roller Skating</u> – Junior roller skate sizes available, variety of 'adult' sizes from 1 – 11. Helmets must be worn. No roller blades or scooters allowed.
<input type="checkbox"/> PACKAGE B	<u>Nerf Themed</u> – Includes equipment, rules and set up by staff.
<input type="checkbox"/> PACKAGE C	<u>Dance Themed</u> – Includes lights and music set up by staff.

ALL FOOD AND DRINK IS TO BE CONSUMED IN KIOSK AREA ONLY

PLEASE NOTE: ALL ACTIVITIES SET UP BY STAFF – ALL ACTIVITIES CO-ORDINATED BY HIRER

Booking fee includes use of kiosk/café area and pie warmer (if required). It is your responsibility to ensure areas are clean and tidy.

PAYMENT DETAILS

Playroom hire (p/hr) _____ hrs at \$45.00 p/hr \$ _____
 Court 3 hire (p/hr) _____ hrs at \$45.00 p/hr \$ _____
 Extra costs (i.e. damages) \$ _____

TOTAL = \$ _____
DATE = ____/____/____

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)

USER BOOKING – CONDITIONS OF USE

- Bookings will only be accepted if they are submitted on a Party Booking Request Form prior to commencement of hire.
- All applicants must sign and return this booking request form prior to commencement of hire.
- AMENDMENTS TO BOOKINGS:** Any changes to your booking must be submitted verbally or in writing.
- 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 \$45.00
- 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.
- CLEANING:**
 - 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) because of your use of the facilities, the hirer will be invoiced for these additional costs.
 - Cleaning time by the hirer must be included in the total venue hire period.
 - 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.
- The hirer shall not permit the consumption of alcoholic beverages during the currency of the hirer's booking.
- 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.
- Damage to Centre property shall be paid for by any person(s) who wilfully or negligently causes such damage. Person(s) is responsible for damages incurred by dependent guests/children.
- Any damage discovered prior to booking, please report to reception, this will ensure that your organisation will not be held responsible.
- Groups are to maintain and keep order and decent behaviour.
- Roche Park is a Non-Smoking Building – Smoking is prohibited within 10 metres from door openings.
- 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 its 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 the party.

NAME: _____ DATE: ____/____/____ SIGNATURE: _____

OFFICE USE ONLY

Staff Member who took the booking: _____ Date Received: ____/____/____

- Copy of party rules given to hirer. Form signed by hirer. Copy of evacuation plan given to hirer.