

Party booking for Holdsworth Community Centre

CONTACT PERSON for
this booking: _____

ADDRESS: _____

PHONE: _____ MOBILE: _____

EMAIL:

Date of Party:		<input type="checkbox"/> 9.00 am – 12.00 pm Saturday <input type="checkbox"/> 2.00 – 5.00 pm Saturday or <input type="checkbox"/> 2.00 – 5.00 pm Sunday/Public holiday
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Please note that morning hirers **MUST** vacate by 1 pm and afternoon hirers **CANNOT** set up prior to 1 pm. Please note that there are no morning sessions on a Sunday and public holidays.

Description and providers company name for any entertainment being booked:		Copy of Public Liability insurance provided <input type="checkbox"/>
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NB: Jumping Castles, Amplified music, PA systems, Animal Farms and Kindy Zoos etc are **NOT** permitted in the Centre due to noise and cleaning issues.

Please charge \$ to my Visa Mastercard

Number: / / / CCV . . .

Expiry Date: / Name on Card

Or cheque enclosed for \$

Signed

Date

***See over for terms and conditions
which you must read and sign***

Party Hire Terms and Conditions

Booking times for Party Hire:

Saturday Morning Hire:	9 am - 12noon
Saturday Afternoon Hire:	2 pm – 5 pm
Sunday Afternoon Hire:	2 pm – 5 pm ONLY
Public holidays (Excluding Christmas/New Year and Easter)	2 pm – 5 pm

The Centre is not available for morning hire on Sunday or Public Holidays and the Centre is closed over the Christmas/New Year and Easter holidays.

You may arrive at the Centre one hour prior to your booked time to enable set up, but the party must not start before the booked time and must conclude within the three hours. A morning hirer must have cleaned up and departed from the Centre by 1 pm. Afternoon hirers must have cleaned up and vacated by 6 pm. Please **take your rubbish with you** after the party (bring a black/green garbage bags for this purpose) as the bins and rubbish collection at Holdsworth cannot accommodate rubbish from weekend parties.

A limited number of ride-on toys, tables and chairs are included in party hire and should be returned to the shed and stacked neatly after use.

Please note that the Piano Room is **not** available for parties as another hirer may have booked that room at the same time. The Club Room and kitchen are for your use during the time of hire and you have access to the Playground. **You do not have the right to restrict public access** to the playground.

Booking procedures:

Fees from 1 July 2016: \$230.00 per half day session (\$450.00 for all day events). Your booking will not be confirmed until full payment has been received.

Keys: You may collect the keys on **Thursday or Friday before 1pm** preceding your booking. When collecting your key you will be required to participate in a brief orientation and safety tour. All keys should be left in the Centre's locked mail-box after the party. No staff are available on the weekend should you forget to pick up the key.

Cancellations: We will make a full refund in the event of any cancellation four weeks prior to a booking. Between one and four weeks we reserve the right to charge 50% of the full booking fee. Cancellations within one week of the booked date will receive **no** refund.

Booking obligations:

Our long-suffering neighbours put up with the noise of three parties almost every week-end of the year. We ask you to imagine what it would be like living next door to Holdsworth and that you agree to comply with the following restrictions. Failure to do so will result in our limiting access to the Centre for all future hirers. **We reserve the right to charge a penalty of up to \$100 to your nominated credit card for non-compliance with any conditions below:**

- A **maximum of 30 children** in attendance.
- **No amplification of sound** or live music in the playground.
- **No animals** (other than companion animals) inside the gates of the Centre at any time. This includes Animal/Petting Farms, pony rides and pets.
- **No Jumping Castles or other equipment** which could cause any damage or which would operate at noise levels that would disturb our neighbours may be brought into the Centre. If unsure, please ask us in advance.
- **No smoking** in any part of the Centre or playground.
- **Alcohol** - You are responsible for the behaviour and safe service of alcohol to any person attending your function.
- **Keys** must be left in the mailbox after the party. A penalty of \$20 will be taken for each working day until the key is returned with \$100 being charged after the third working day. \$100 will be charged for a lost key.
- **Rubbish** - You are required to **take your rubbish with you** after the party (bring a coloured garbage bag for this purpose) as the bins and rubbish collection at Holdsworth cannot accommodate rubbish from weekend parties. A fee of \$100 will be charged to your credit card if rubbish is left behind.

Please sign below to agree that you have read and understood the above terms and conditions of hire and that you agree to abide by these conditions. Failure to comply with these requirements will be regarded as a breach of agreement, giving Holdsworth the right to withhold all or part of the deposit and/or to cancel of all or any future booking. Email the form to judy.renford@holdsworth.org.au, drop it in at Holdsworth or call 02 9302 3600.

Signature

Name and date

Note: In the event of an emergency please contact Double Bay Security on 0418222382 or Paddington Police on 8356 8299 and report this or any other issues to the Centre on 9302 3600 during normal business hours.

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

OFFICE USE ONLY:

Type of Payment

Cash Cheque EFTPOS CR

Date of Payment

Receipt Number

Booking taken by

(Staff members name)

Key Collected

_____ (date)

Key Number Issued

Date Key Returned

(Staff Signature required on key return)