



Children's Party Hire Terms & Conditions

- Agreement to hire of the Venue is at Committee of Management discretion.
- Hire is permitted for children's parties only, with **total number of attendees not exceeding 40 people** (children and adults combined).
- All bookings must be made using the applicable Party Hire Application and Agreement Form.
- All completed paper work (Party Hire Application and Agreement Form, Signed Terms and Conditions, Public Liability Form, and copy of driver's license for Non-Members) is to be returned to the Party Hire Officer within 5 days of issue or no less than 21 days prior to the date of hire, *whichever occurs first*.
- Applicable Fees for a Four Hour Hire, allowing one hour set-up, two hour party and one hour pack-up:

Hirer Category	Hire Fee	Public Liability Fee	Reimbursable Bond	Pre-Party Invoice Total	TOTAL
Non-Member	\$220	\$22	\$100	\$342	\$242
Member (paid up)	\$80	\$22	\$100	\$202	\$102
Committee Members & Share the Care Group Leaders	\$0*	\$22	\$100	\$122	\$22

** Committee / Staff are entitled to one free party hire per calendar year

- If an extended booking of more than four hours is required, the charge will be \$20 per hour or part thereof.
- All payments are to be made via Direct Bank Deposit to our account details, below. The Hirer is required to make payment within 7 days of date of invoice or no later than 7 days prior to date of hire, *whichever occurs first*, quoting their invoice reference number and surname.

Account Name: Hohnes Road Playhouse Inc.

BSB: 083232 **ACC No:** 669157712

REF: your invoice number and surname

If payment is not received within the requested timeframe the booking may be forfeited and the requested date / time of Hire made available to other prospective Hirers.

- The Hirer's bond will be reimbursed, via Direct Bank Deposit to the Hirer's nominated bank account, following a post party inspection of the Venue by a Playhouse staff member or committee member who determines the venue and its contents to have been left clean, tidy, complete and intact.
- The Hirer is responsible for the Venue and its contents during the hire period and agrees to cover the cost of any repairs, replacements or cleaning required following any mishaps or negligence during the hire period.
- In the event of any damage, missing items, food with nuts being on site or the venue being left unclean following a party, the Playhouse Committee of Management reserves the right to withhold all, or a portion of the Hirer's bond to cover the cost of repairs, cleaning, replacement items, as applicable, and to invoice the hirer for any costs in excess of the withheld bond.
- The Hirer is required to have Public Liability Insurance for their hire period. This is a requirement of Nillumbik Shire Council and the application and fee (\$22) form part of the booking process, with Playhouse collecting the fee on behalf of the Council.

Lot 1, Hohnes Road, Eltham 3095 (03) 9439 9279

www.hohnesroadplayhouse.com hohnesroadhire@gmail.com

Last Updated: June 16, 2018



- The Hirer has access for a four-hour period, allowing for one hour to set up and / or decorate, a two hour party, and one hour to clean up.
- The Hirer will supply all food and beverages for their event. **Foods containing NUTS or NUT products cannot be taken into Playhouse AT ANY TIME as we have children with severe allergies.** Playhouse foodstuffs are not included in the hire and may not be accessed.
- Playhouse does not hold a liquor licence, therefore it is illegal to consume alcohol on the premises. It is the hirer's responsibility to ensure no alcohol is consumed on the premises.
- Use of Playhouse's outdoor and indoor toys is included as part of the Venue Hire. The Hirer is required to return all items to their correct place at the conclusion of the party.
- The Art Room, it's equipment and supplies are not included in the Venue Hire and may not be accessed.
- The Hirer is responsible for cleaning and tidying the venue at the conclusion of their party. This includes:
 - Clean toilets & basin
 - Wash, dry & put away dishes
 - Vacuum carpeted areas
 - Clear & wipe benches and children's table
 - Sweep & mop hard floors
 - Sweep verandah
- The Hirer is required to bag all rubbish, including disposable nappies, and take it with them when they depart.
- In case of emergency –
 - A First Aid Kit is located in the kitchen area in the white wire basket opposite the kitchen bench.
 - A fire extinguisher and fire blanket is located on the kitchen wall near the back door.
 - Emergency telephone numbers are located on the kitchen wall near the cordless phone.
- Arrangements for collection of the key will be made in the week prior to the date of hire and only after all paperwork has been submitted and full payment has cleared.
- Prior to departing, the Hirer is required to return all furniture and toys to their correct place, as they were found.
- Prior to departing, the Hirer is required to ensure all doors are locked and windows closed, and all lights, heaters, air conditioners, fans and appliances (oven, kettle etc) are switched off.
- The Hirer is required to leave the key in the grey key box, inside the front door of Playhouse as they exit after their party, ensuring the door is locked as they leave.
- Cancellation – if the Hirer needs to reschedule a booking for any reason, there will be a \$20 Change of Date fee, and the rescheduled party must be held within the same calendar year.
- If the Hirer needs to cancel a booking for any reason, charges will apply.

<i>Cancellation from planned hire date</i>	<i>Refund offered</i>
More than one month	100% of hire charge, 100% bond and 0% of Public Liability
One week to one month	50% of hire charge, 50% bond and 0% of Public Liability
Less than one week	0% of hire charge, 0% bond and 0% of Public Liability

Agreed by Hirer _____ / _____ / _____
 Name Signature Date