



## Children's Party Booking Form

### Contact Details

Person in Charge:  
Contact Email:  
Contact Phone:  
Home Address:  
Name of Function:

### Booking Details

Preferred Date:  
Preferred Booking Time:  
Additional Services Enquiry:

### Payment Details

\$30.00 an hour  
(minimum 3 hours) =  
toy shed \$50.00 =  
bond = \$100.00  
AMOUNT TO PAY =

Reference: JFCParty \***INSERT YOUR NAME**\*  
Joondalup Family Centre Inc - bank details  
BSB 306 113 Account# 4171288

### Bond Details

*Please provide your bank account details for bond return:*

Account Name:  
BSB:  
Account Number:

### Acknowledgement

I/We have received and read the Venue Hire Policy Guidelines and agree to the terms outlined in this document. I also acknowledge that if I have to cancel my booking for any reason I must give at least 7 days' notice or my fee will be forfeited.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only

Enquiry received by:	email	facebook	telephone
Invoice Number		Date:	
Invoice date Paid:			
Keys Issued:		Staff Member:	
Keys Signed Out:		Date:	
Keys Returned:			
Bond returned:		Date:	