



## Party Hire Booking Form

<b>Contact details:</b>			
Person in Charge:			
Contact email address:			
Contact phone number:			
Contact address:			
Type of Activity/Function:			
<b>Booking details:</b>			
Preferred date(s):			
Preferred day(s):		<input type="checkbox"/> Sat <input type="checkbox"/> Sun	
Preferred Time (between 12pm – 4.30pm):		From: _____ To: _____ *min 3 hour booking	
Preferred Type:		<input type="checkbox"/> Activity Room 2 & outdoor space 1 & 2	
<b>Catering Request (please circle):</b>			
Fruit Platter	\$35.00 S    \$48.00 L	Meat Platter	\$59.00 L
Sandwiches	\$30.00 S    \$55.00 L	Wraps	\$39.00 S    \$65.00 L
Antipasto	\$59.00 L	Sweet	\$49.00 L
Cheese	\$59.00 L	Gourmet Rolls	\$65.00 L
<b>Payment Details:</b>			
Additional equipment:		<input type="checkbox"/> Toy Shed <input type="checkbox"/> Projector screen <input type="checkbox"/> AV Equipment	
Party hire cost(\$40 per hour with min 3 hour):		<input type="checkbox"/> \$120.00 (3 hour) <input type="checkbox"/> Additional hours _____	
Bond (refundable):		\$100.00	
Amount Owing:			
Reference:		JFC Party *insert name*	
Joondalup Family Centre Bank Details:		BSB 306 113    Account# 4171288	
<b>Bond Details:</b>			
Please provide your bank details for bond return:			
Account name:			
BSB & Acct number:			
<b>Acknowledgement:</b>			
I/We have received and read the Terms & Conditions overleaf, and the Centre Hire Policy Guidelines. I agree to the terms outlined in this document. I also acknowledge that if I cancel my booking for any reason I must give at least 7 days' notice or my fee will be forfeited.			
Signed:		Dated:	

## TERMS AND CONDITIONS

The Joondalup Family Centre Management Committee will always have absolute priority over the use of its facilities. The Joondalup Family Centre staff administers all venue hire arrangements under the following term:

- Acceptance of your application will be based on how well your activity fits the objectives of the Joondalup Family Centre Constitution, Service Agreement and Strategic Business Plan.
- All permanent hire arrangements will be for a period of 12 months and renewed annually.

The Hirer is responsible to ensure that no person shall:

- Remove or replace any electrical fittings, equipment or fixtures in the building without prior consent of the Management Committee.
- Purchase and install any equipment without the consent of the Programs and Services Manager and endorsement of the Australian Childcare Standards.
- Deface or damage the building, or any equipment belonging to the Joondalup Family Centre or any other user group.
- Place any nails or screws in any part of the building without prior consent of the Programs and Services Manager.
- Store any unsealed, contained food stuff in the storeroom.
- Serve or sell alcohol, sell food or other refreshments on any part of the Venue or surrounds nor permit any other person to do so unless first approved in writing by the Joondalup Family Centre Management Committee.

At the conclusion of the session/function, the Hirer shall:

- Leave all rooms as they were found eg: Replace or remove equipment and furniture as prior to use.
- Leave the room and building in a clean and tidy condition.
- Leave the kitchen area and fridge clean and tidy with cups and cutlery put away.
- Place all rubbish in the bins provided (green and yellow bins located outside the Clinic).
- Turn off all electrical lights, air conditioning and power appliances.
- Lock all doors, and close all windows.
- Use the cleaning equipment provided by the centre.
- Return keys to the Office Staff (for Casual Hirers) or place in key return box in the kitchen.
- Report any damage or defacement of the building to the Office Staff.
- Comply with any direction of the Officer Staff concerning the maintenance of good order, use of equipment, facilities, parking access and security.

### Rates:

Room	Category	Hourly
Activity Room 2 plus 1 & 2 outdoor space:	NFPs & CG	\$40.00
	Commercial/ Government	\$48.00

Additions	Hourly
Toy shed	\$50.00
Projector and screen	\$10.00
AV equipment	\$10.00

### Office use only:

Invoice amount:		Invoice number:		Inv Paid	<input type="checkbox"/>
Bond return date:					