



# RECREATION FACILITIES APPLICATION TO HIRE BIRTHDAY PARTY

**Details**

Parents Name: \_\_\_\_\_  
 Mobile: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Suburb: \_\_\_\_\_ Post code: \_\_\_\_\_  
 Childs Name: \_\_\_\_\_ Male  Female  Child Turning Birthday age: \_\_\_\_\_  
 No. Party Children \_\_\_\_\_ No. Guests \_\_\_\_\_ Date: \_\_\_\_\_  
 Time: (Please tick) Saturday 9am – 11am  Saturday 1pm – 3pm  Request a different Time/Day   
 Notes: \_\_\_\_\_

Prices	Option	Item Description		Tick Box
\$16.00 per child	Option 1	Private party room, sports court including selected equipment <i>( This option excludes food, drinks, decorations and party accessories )</i> <b>All parties are minimum of 10 children</b>	Please select options below	<input type="checkbox"/>
\$21.00 per child	Option 2	Private party room, sports court including selected equipment, choice of 3 menus, party accessories & invitations <b>All parties are minimum of 10 children</b>		<input type="checkbox"/>
\$26.50 per child	Option 3	Disco party – including Party Host, choice of 3 menus, party accessories & invitations (Located upstairs in a private room for Disco) <b>All parties are minimum of 10 children</b>		<input type="checkbox"/>
\$56.50 per hour	In addition to option 1 or 2	Sports Facilitator (Facilitate a sports program for 1 hour)		<input type="checkbox"/>
\$56.50 per hour	In addition to option 1 or 2	Dance class – including instructor (1 Hour) (Located upstairs in a private room for Dance)		<input type="checkbox"/>

Sports Selection for option 1 or 2				
Basketball	Max 1		Quoits game	Max 3
Indoor cricket			Tug of war rope game	
Badminton			Egg and spoon race set	
Dodge ball			3 leg race strap game	
Soccer			Jumping sacks race	

<b>Menu 1</b>	Hot chips, sausage rolls, party pies, cordial, potato chips & lollipops		<input type="checkbox"/>
<b>Menu 2</b>	Hot chips, chicken nuggets, pizza, cordial, potato chips & lollipops		<input type="checkbox"/>
<b>Menu 3</b>	Toasted sandwiches Fruit platter, hot chips, cordial, popcorn and Choc freddo's	Ham & Cheese or	<input type="checkbox"/>
		Pineapple & Cheese	<input type="checkbox"/>

Prices effective from 1 July 2019

**Bond Refund** *(Bond refund will be paid via Electronic Funds Transfer)*

Account name: \_\_\_\_\_  
 BSB #: \_\_\_\_\_ Account #: \_\_\_\_\_  
 Email address: \_\_\_\_\_

**Office Use Only** Staff: \_\_\_\_\_ Booking Received: \_\_\_/\_\_\_/\_\_\_ Booking ID #: \_\_\_\_\_

Bond information sent to finance:  Date: \_\_\_/\_\_\_/\_\_\_ Bond Refund processed:  Date: \_\_\_/\_\_\_/\_\_\_

## **CONDITIONS**

- Children must remain supervised by an adult during the party; the centre does not take responsibility for their supervision.
- No food or drink is allowed onto any court surface.
- **A \$200.00 bond is required for booking confirmation and the total hire fees are to be paid 7 days prior to the booking.**
- Tables and chairs cleaned and stacked away.
- The floor swept/vacuumed and mopped, benches cleaned (including Activity Room, kitchen and toilet areas) with the equipment provided.
- All rubbish placed in wheelie bins provided.
- **PLEASE NOTE THE OUTDOOR PLAYGROUND AREA ATTACHED TO THE PARTY ROOM IS NOT INCLUDED.**

### **1. REFUSAL**

- 1.1. The City of Kalamunda reserves the right to refuse to hire the facility or any portion thereof without assigning any reason for refusal.
- 1.2. In addition, the City of Kalamunda reserves the right to refuse entry to the facility or any portion thereof to any person acting in an unruly, abusive or anti-social manner regardless of that person's status as a ticketed audience member, production personnel or any other association with the production or the hirer's entourage.

### **2. CANCELLATIONS**

- 2.1. The City of Kalamunda reserves the right to cancel any bookings. Such action would only be taken in the event of extreme necessity. Notice of cancellation would be given at the earliest possible date, and payments fully refunded. In the event of this happening, the City of Kalamunda waives liability for any losses or damages that may occur.
- 2.2. All cancellations of, or alterations to, an initial booking must be made in writing a minimum twenty eight (28) days prior to your event. Cancellations of less than twenty eight (28) days from a booking will attract a 50% cancellation fee of the hall hire.

### **3. CHARGES**

- 3.1. All payments are required seven (7) days prior to your booking. Bookings are not confirmed until full payment has been made
- 3.2. Any costs for extra cleaning or damage inside and/or outside of the facility will be deducted from your bond
- 3.3. Bond returns will be returned 10-14 working days from the date of your booking

### **4. DECORATIONS**

- 4.1. The use of decorations and/or signage is not permitted for use in the facility without prior written permission from the City of Kalamunda. Permission to decorate should be made at the time of booking. All approved decorations must be removed after completion of the performance/event.
- 4.2. Driving of nails and screws etc. into any part of the building fixtures and fittings, and the use of confetti, glitter or similar materials is strictly forbidden.
- 4.3. The use of a large number of candles, smoke devices or pyrotechnics is not permitted in the facilities as they will cause the fire alarm to activate.

### **5. SMOKING/FIRE ALARMS**

- 5.1. Council has adopted a policy, which prohibits smoking inside any Council facility. Furthermore, the Smoke Detectors are located throughout some of the City facilities and are linked to an alarm at the Fire Department.
- 5.2. The Hirer shall be liable for any call out fees for the Fire Department if any member of the Hirer's group falsely activates the Fire Alarm system during the period of hire.

**6. LAW AND ORDER/SAFETY**

- 6.1. The Hirer shall comply with the provisions of the Health Act, Occupational Health and Safety laws, the Police Act and the Criminal Code, or any other Act in force.
- 6.2. It is the responsibility of the hirer to ensure that no person behaves in a disorderly manner or causes a nuisance or annoyance to an owner or occupier of any property within the vicinity of the facility.
- 6.3. Evacuation procedure – Please see attached for further information if the centre was to evacuate

**7. NOISE**

- 7.1. The Hirer must ensure that event patrons/participants, whether during the performance/event or when leaving the venue, create no undue noise. Any complaints received from adjacent residents could jeopardise future applications.

**8. CLEANING**

- 8.1. The area/s of use should be left in a clean and tidy condition immediately after use to ensure other Hirers are not disadvantaged. Any additional cleaning costs will be deducted from your bond.

**9. HIRED AREA**

- 9.1. People participating in the booking are to remain within the area/s hired.
- 9.2. The Mayor and the Chief Executive Officer or any Officer of the City of Kalamunda appointed by the Mayor or the Chief Executive Officer shall at times be entitled to free access to any part of the facility.

**10. EQUIPMENT**

- 10.1. Articles and goods left during/after the hire of the facility are left at the hirer's/owner's own risk. The City of Kalamunda accepts no responsibility for items left on the premises during/after the completion of hire.
- 10.2. Each building is equipped with a limited number of tables and chairs. Any additional equipment required is to be provided at the hirer's expense. Please note: Cutlery or crockery is not provided.
- 10.3. Any damage is to be reported to the City on the next working day so that repairs can be carried out as soon as possible.

**11. BREAKDOWNS**

- 11.1. In the event of a breakdown in services, utilities, equipment, etc. no responsibility will be accepted by the City of Kalamunda but every care and precaution will be taken in this regard.

**12. TERMINATION**

- 12.1. If the Hirer fails to duly and punctually observe and perform all or any of the terms and conditions set out in this contract then the City of Kalamunda may give notice in writing to the Hirer terminating this contract and any future contracts.

**INDEMNITY**

- A. Subject to Clause B, The Hirer will at all times indemnify the City of Kalamunda from and against any foreseeable loss or liability that is caused by any unlawful or negligent act or omission by The Hirer or breach of this contract by The Hirer.
- B. The Hirer's liability to indemnify the City of Kalamunda under this clause will be reduced proportionately to the extent that such loss or liability was contributed to by any unlawful or negligent act or omission or breach of this contract by the City of Kalamunda, its officers, employees, subcontractors, agents or professional advisers.

I hereby acknowledge having read the attached Conditions of Hire and agree to abide by the conditions therein. I agree that the information declared above is true and correct, and I have read and understand that my rights are limited by this disclaimer.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_