



To book the venue

1. Fill out the Birthday Party Hire Venue application
2. Choose date with an option in case already booked.
Payment to be made via direct bank transfer
Online Banking Details: Naturaliste Family Playgroup
BSB: 633 000 Acct: 1510 46927
(please use your first and last name as reference)
3. Confirmation will be sent once Application form and funds have been received.
4. You will receive the code to key-lock once payment has been received.
5. Please leave key in the security lock and locked as soon as you have unlocked the front door to avoid loss of key
6. Any loss of key will be charged \$50 replacement fee.
7. Full payment must be received to secure booking
8. Cancellation Fee 50% up to 1 week
9. Cancellation Fee 100% 1 week before
10. You will be liable for any damages and/or cleaning bill
11. By signing the Venue Hire application form you agree to all Terms and Conditions which include no wilful damage to property, cleaning up after the event to the state of arrival. All rubbish put in Green Bins out the front.

Terms and Conditions for using the venue

Naturaliste Family Playgroup is a NUT FREE venue. Please do not bring food containing nuts to the centre. If you are not a member it is highly recommended you arrange a time during the playgroup sessions to visit our venue and find out where everything is located.

Toys can be found in the cupboards inside the venue and the outdoor Toy shed. Please return them to the correct spot before you leave. You are welcome to use all of the toys. However our craft cupboard is unavailable for use for Birthday parties as this is strictly to be used for Playgroup.

You will find a trestle table in the outside room behind the train table. Chairs can be found outside in the shed. The key to open the shed door is hanging on a hook inside the top draw in the kitchen. The kitchen has a convection microwave, a small oven/grill and a small bar fridge. There are coffee cups, plastic cups, cutlery and plates for your use. You are welcome to use our tea and coffee facilities.

Decorations: Please do not use tape or blu-tac on the painted walls. Use the hooks placed around the room, or scotch tape for any decorations. All decorations must be taken down and removed from the premises.

Cleaning

Cleaning items can be found under the sink in the kitchen and the vanity cupboard in the bathroom. Mops and brooms are kept behind the door to the bathroom. Please leave the playgroup in the same condition that you found it.



Before leaving the venue, ensure you have attended to the following:

- Wipe over any benches used
- All kitchen items washed and put away
- Sweep and clean all food from the outdoor eating area
- Ensure food has not been left inside
- Ensure the couches are free from crumbs and toys
- Put all toys back where you found them.
- Please ensure indoor toys are returned indoors
- Place all rubbish in the green bin outside near the front gate
- Ensure coffee machine is clean
- Sweep/vacuum and mop any floor space used
- Clean toilets and wipe bench space in bathroom
- Lock all doors and windows
- Turn off all lights, fans, heaters, air-conditioners and music
- Empty kettle and coffee machine and turn off switch
- Lock up Outdoor Toy shed and front door
- Ensure Key is left in secure deposit box

Insurance

Naturaliste Family Playgroup will not be held responsible for any damage to property or personal injuries sustained at the party. Part of the fees for hiring the venue goes towards Public Liability insurance.

Conditions of Venue Hire

- 1) The Hirer must pay the venue hire fees prior to the party. This is important as it ensures you are covered by the Public Liability insurance.
- 2) The Hirer must leave the venue in a clean and tidy condition, with all equipment and toys stored as found. The kitchen and toilet should both have the bins emptied, and dishes in the kitchen washed and placed back into the cupboards. The floors should be swept and, if needed, mopped.
- 3) Damage to any Naturaliste Family Playgroup property must be paid for by any person/s who wilfully and negligently caused such damage.
- 4) Responsibility for dependent children and guests must be borne by the Hirer.
- 5) There is strictly **NO SMOKING, NO ALCOHOL, NO NUTS or FOOD CONTAINING NUTS** permitted in any part of the venue at any time.
- 6) Naturaliste Family Playgroup accepts no responsibility for any loss or damage to the property of the Hirer or any third party. All personal belongings must be removed on the day of the event.
- 7) The Hirer indemnifies and releases Naturaliste Family Playgroup from:
 - a. Any accident, damage, loss or injury to any person or property arising from the use of the Naturaliste Family Playgroup;
 - b. Any loss, damage or costs suffered by Naturaliste Family Playgroup from any default or breach of this Agreement by the Hirer.