



## Application and Agreement to Hire Centre Facilities Children's Birthday Party Hire

Name of Hirer/s		Address & Mobile Number		Email Address	
Approx Number Attendees		Area Required (ACT 1 or 1&2)			
Casual Birthday Party Booking – Date Required					
Date	Set Up	Start Time	End Time	Pack Up	

**\*\*\* I agree to abide by all rules and conditions of hire as previously provided to me.**

**Name of Hirer** ..... **Signed** .....

**Date** .....

**Approved - Centre Staff Signed** ..... **Date:**.....

Office Use Only					
Booking request confirmed	Y/N	Invoice sent for hire charge	Y/N Date:	Key deposit received	Y/N Date:
Alarm code & instructions issued	Y/N	Keys issued:	Y/N	Keys returned	Y/N Date:
Fire & evacuation guidelines issued	Y/N			Key deposit returned	Y/N Date:
Signature RFC:		Print Name:		Date:	



## **Hire Fee Schedule – Birthday Party Hire - Appendix 3.1**

**NB: We only take birthday party bookings for children up to 8yrs of age**

**We are a non smoking, non alcohol centre – inside and outside**

1. Fees to be charged as laid out in the RFC's **Hire Fee Schedule – Birthday Party Hire - Appendix 3.1** (see below). Fees cover a maximum of 3 hours timeslot. If extra time is required, the cost will be charged accordingly.
2. Invoice and key deposit must be paid prior to event.
3. A key fund deposit is required to be paid prior to keys and code being issued. This deposit will be fully refundable upon the keys being returned promptly and the centre being left in good and clean condition with all rubbish having been removed from the centre. (Please note that there is no nappy disposal within the centre – please remove used nappies from the centre and dispose of at home)
4. Where applicable, a tour of facilities and key handover must be arranged on the Tuesday/Wednesday/Thursday during our office hours prior to the event.
5. The application must be signed by the person responsible for the hire – there-by agreeing to meet the full conditions of hire as per **Conditions of Hire – Appendix 2 – Nov 14** (either given or emailed previously).

\* Please note: we do not charge or collect GST as we are non GST registered

<b>Rates Effective from 1 August 2016</b>	<b>One Activity Room 1 or 2</b>	<b>Both Activity Rooms</b>	<b>Cash Deposit Payable</b>
Associated Members of Rostrata Family Centre	\$50 / 3hr slot	\$100	\$100
External Hire	\$75 / 3hr slot	\$150	\$150

\*RFC Management Committee retain the right to vary these rates & amounts for individual users and/or groups according to the Committees discretion.