



# Room Hire

## Booking Pack



## BOOKING REQUEST FORM

Contact Name	
Address	
Mobile Number	
Landline	
Email	
Are you a KCH Member?	

### Party Details

*Please include enough time in your booking, for you to set up and clean up after your event. All event attendees must vacate the room, and it be left as you found it, by your stated finish time.*

Party Date	
Number of expected attendees	
Hire start time	
Hire finish time	

### I have read and agree to abide by the Party Hire Terms & Conditions

Date	
Printed Name	
Signature	



## CREDIT CARD AUTHORISATION

### Credit Card Details

Credit Card Type

Visa

Master Card

<b>Name on Card</b>													
<b>Credit Card No</b>													
<b>Expiry Date</b>							<b>CCV No:</b>						
<b>Total Amount Held</b>													
<b>Card Holders Name</b>													
<b>Card Holders Signature</b>													
<b>Date</b>													

### Playgroup Room Rates

Monday – Friday after KCH programs have finished until  
6pm or Saturday – Sunday 8.00am – 6.00pm

\$45 p/h

### Hire Cost Inclusions

Kitchen facilities:

- Oven and cooktop
- Fridge and freezer
- Cutlery, Cups, Dinnerware, Acrylic Glassware
- Serving platters
- Servery window to the outdoor play area

Access to all indoor and outdoor toys and play equipment

Children's tables and chairs

Large outdoor grassed play area partially covered with a commercial ceiling fan





## PARTY HIRE TERMS & CONDITIONS

### General Obligations:

1. You have inspected the venue and have satisfied yourself that it is adequate for your purpose and accept that you hire the venue at your own risk.
2. When hiring rooms at Karratha Community House Inc, you are responsible to ensure the evacuation of your guests in case of fire or any other emergencies.
3. You must ensure the rooms are left as you have found them. The kitchen must be clean and the dishes put away. Toys must be returned to their original location, sand swept up outside, and inside floors mopped. If this is not to satisfactory standard you may be charged an additional cleaning fee.
4. You must include the set up time and clean up time in the hours you book and pay for. Please sure you allow enough time for this.
5. You are responsible for the actions and for the behavior of all persons using the premises during the hire period. You shall ensure that each person using the premises during the hire period maintains a reasonable standard of behavior and does not undertake in illegal activities.
6. Your party is to be contained within the Karratha Community House Inc. playgroup rooms and playgroup fenced outdoor area. No access to the remainder of Karratha Community House Inc. building is allowed. Other areas of KCH are alarmed and this will be activated if you enter the area.
7. You are to ensure that there is no disorderly or unlawful behavior undertaken by your party guests during the hire of the KCH venue
8. Nothing is permitted which is considered to be disorderly or unlawful in connection with the hire of the venue.
9. You must not permit anything to be done on the venue or any part hereof which may be or become a nuisance or annoyance to the surrounding neighbors.
10. No unauthorized persons are permitted to enter the property.
11. We reserve the right to request the alteration of the set-up of any event to comply with fire, health and safety regulations.





### **Accessing the Room on the Day:**

A volunteer from Karratha Community House will meet you at the venue at the requested start time to give you access to the rooms. They will also give you a quick run-down of the facilities.

At the advised finish time a volunteer from Karratha Community House will return to check that the venue is cleaned and tidied and to lock the venue. You must be ready to leave the venue at this time.

### **Confirmations:**

To secure your booking we require the 'Booking Request' form completed, signed and returned.

### **Payment:**

An invoice for the room hire will be issued and full payment is required 5 working days prior to the commencement of the function.

### **Payments can be made by Cash, Eftpos or Bank Transfer.**

If a booking is made less than 5 working days prior to a hire period, full payment must be made at the time of booking.

### **Changes to your booking:**

In unforeseen circumstances where a booking needs to be rescheduled to a different date there will be no penalty charge although we cannot guarantee the new hire date you request will be available.

In the event the new hire date requested is not available and we cannot accommodate your new request, your booking will become a cancellation and cancellation fees will apply (see Cancellations section below).





### **Cancellations:**

Should you need to cancel your confirmed booking we must receive notification in writing (via email) and the following applies:

Cancellations made more than 5 working days prior to the commencement of the function will not incur a cancellation fee.

Cancellations made within 5 working days of the commencement of the function will incur a cancellation fee, that being 50% of the total amount of the booking.

Cancellations made within 48 hours of the commencement of the function will incur a cancellation fee, that being 100% of the total amount of the booking.

### **Alcohol and Smoking:**

1. Karratha Community House Inc has a no smoking or illicit drug use policy within all KCH buildings or grounds.
2. The designated smoking area for KCH venue hirers in the corner of the carpark facing Gardugarli Drive only.
3. Alcoholic beverages in glass containers are not permitted within any KCH Buildings or grounds.
4. If the venue hirer wishes to supply alcohol beverages they must be in cans or plastic containers. The venue hirer must ensure that at least one guest has a Responsible Service of Alcohol ticket and has a Temporary Liquor License for the event. Copies of these must be submitted to KCH no later than 48hrs prior to the party date.

### **Cleaning:**

1. Cleaning is not included in the cost of your party hire; it is your responsibility to clean after your party. Basic cleaning equipment is provided by Karratha Community House Inc.
2. The rooms, kitchen, toilets and the play areas inside and out, must be left at the same standard they were in at the beginning of the hire.
3. Please ensure that all bins are emptied after your party and rubbish bags disposed of in the shire bins situated by the gates.
4. If the cleaning terms and conditions are not met you will be charged a fee of \$75 p/h for a minimum of 2 hours to cover the cost of ensuring the room is clean.





### **Jumping Castles:**

1. If you require a Jumping Castle or inflatable equipment with your party booking it is a requirement of Karratha Community House's Insurers that only operators with current public liability insurance can supply these items.
2. Under no circumstances are you allowed to bring your own or another Jumping castle or other inflatable equipment to Karratha Community House during the time of your booking.

### **Indemnity:**

1. You agree to use the venue at your own risk and hereby release and waive any right to make a claim against Karratha Community House Inc. for loss, theft, cost, expense or damage arising directly or indirectly from your use of the venue.
2. Upon acceptance of these hire terms and conditions, you will indemnify and keep indemnified Karratha Community House Inc. against all claims, losses, actions, damages, costs (including legal costs) and expenses whatsoever arising out of or in connection with the hiring of the venue including
  - a) Loss, damage or injury to property or person occurring within the property or premises caused or contributed to by your failure (including through your guests, suppliers and/or contractors),
  - b) The negligence use or misuse by you (or your guests, suppliers and/or contractors) of any services or facilities in the building or in the premises;
  - c) Loss, damage or injury to property or person cause or contributed by your (or your guests, suppliers and/or contractors) negligence, arising out of the use of the premises.

The indemnities contained in this document do not apply when the loss, damage or injury was solely caused by the wilful or negligent act or omission of Karratha Community House Inc., its employees or agents.





### **Damage:**

1. We accept no responsibility for loss of or damage to merchandise, equipment or personal articles left in the venue, prior to during or after your party.
2. The driving of nails, tacks, screws or the fixing of adhesive material or paint etc. into or on any part of the facility or furniture is strictly forbidden.
3. Please ensure that any notable damage is reported prior to the commencement of your party, as it will be deemed that this damage may have occurred during the course of your party.
4. You are responsible for any breakage, damage or loss to Karratha Community House Inc. property or equipment or surrounding facilities, which occurs during your use of the facility caused by you, your guests, suppliers and/or contractors.
5. You are to report any damage or loss to Karratha Community House Inc. staff the next working day after your party.
6. The cost of repairing or replacing any breakage, damage or loss will be borne by you and in addition an administration charge of \$10.00 will be applicable. These costs will be deducted from the credit card details you provided.

### **Breach of Terms and Conditions:**

Karratha Community House Inc. reserves the right at their discretion not to approve any booking request or to cancel the agreement at any time for any breach of these terms and conditions. Failure to comply with these terms and conditions will be regarded as a breach of agreement, giving the venue the right to sue for recovery of any amount due or to cancel all or any such future bookings.





## Room Hire Cleaning Checklist

*This checklist MUST be completed at the end of every session*

Wash all dishes and cooking trays and return to their correct location in kitchen	
Clear kitchen benches of any rubbish or clutter	
Wipe down benches and sinks in kitchen	
Empty the Kitchen bins and place bags in wheelie bins located in carpark at front of building	
Wipe down highchairs	
Wipe down children's food and craft tables	
Sweep and mop the main floor and kitchen	
Return all equipment and furniture to their previous locations	
Return all toys and equipment neatly to the storeroom	
Please clean toilets and make sure the bins in bathroom are emptied of any rubbish	
Make sure all food is taken out of the fridge and taken away with you	
Switch off lights, air conditioner and outside fan	
Check that both back and front doors are locked	

