

CRECHE ROOM HIRE BOOKING TERMS AND CONDITIONS

- **IMPORTANT:** Please do not send out invitations until your party is confirmed by the Crèche Coordinator. In order to avoid disappointment should there be a conflict in crèche room availability, the SWSC does not accept any responsibility should invitations be sent out prior to receiving a confirmation letter.
- \$44 (community/private rate), \$60 (commercial rate). These rates are per hour. This venue is best suited for events catering for children 5 years and under.
- At least 7 days' notice must be given for all party bookings. Days and times requested are subject to crèche room availability.
- The following must occur in order to book your party
 - A \$40 deposit and completed request form must be submitted to reception.
 - A confirmation letter will then be emailed to you by the Crèche Coordinator.
- Full payment, confirmation of guest numbers and catering is required 5 WORKING DAYS before your party. No changes to numbers or the menu after this date. Thank you.
- Payment can be made in person at the South West Sports Centre using cash, EFTPOS or credit card. Credit card payments are also accepted over the phone.
- The parent / guardian is responsible to provide adult supervision (over 16 years of age) at a ratio of 1 adult for every 5 children attending the party.
- Please take note of the start times, equipment hire, food service and finishing times as outlined in your confirmation letter.
- The indoor climbing gym is NOT suitable for children over the age of 7. Older siblings may attend but remain the responsibility of parents.
- The Crèche room will not be available to use until the time that your booking commences.
- Cameras are not permitted in the centre, but are allowed in the crèche during the hours of hire.
- Bringing alcohol into the South West Sports Centre is strictly prohibited.
- Bringing your own food and/or cake is permitted. The crèche fridge is available for use on the day. Food can also be pre-ordered from the café. A menu is attached, please contact the café with your order.
- If you selected not to pay the cleaning fee, a basic cleaning checklist will be supplied and must be completed at the end of your booking time. Non-satisfactory completion of the cleaning requirements will incur a cleaning fee.

I, _____, hereby agree to the terms and conditions as listed above.

SIGNATURE: _____ **DATE:** _____

OFFICE USE ONLY

Date Received: _____

Received By: _____

Procedure	Initial	Date
\$40 Deposit Paid		
Request Form: Copy to Parent		
Room Availability Checked		
Confirmation Letter Sent		
Numbers finalised		
Final Payment Taken		
Information to Admin, Café, Aquatic, Reception, MyDocs		

Insert Qty	Amount \$
\$44 p/h private rate \$60 p/h commercial rate	
Extra tables/chairs	
Colouring ins	
Cleaning fee (N/A Saturday)	
Sub Total	
Less \$40 Deposit	
<u>TOTAL DUE</u>	

CRECHE ROOM HIRE REQUEST FORM

PARTY DATE/ROOM HIRE: Please insert the date of your party in the relevant day/session.		
MONDAY – SATURDAY	Date: _____ / _____ / _____	Available anytime between 1:00pm and 5:00pm
SUNDAY	Date: _____ / _____ / _____	Available anytime between 10:00am and 2:00pm
BOOKING INFORMATION: For correspondence to the parent/guardian.		
Name:		Mobile Number:
Address:		
Email Address:		
Estimated number of people attending:		How did you hear about us?:
PLEASE INCLUDE INFORMATION HERE IF BOOKING FOR A BIRTHDAY PARTY ONLY.		
Birthday Child's Name:		Date of Birth:
Gender: Male Female		Age Turning:
Theme (includes decorations/table clothes only). Please circle: <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Rainbow Metallic Neutral </div>		
OPTIONAL EXTRAS: Subject to availability. Please tick.		
	\$30	Cleaning fee (only available Sundays and weekdays)
	\$0	Tables (please indicate numbers)
	\$0	Colouring ins
	TBC	Other – please make suggestion:
FOOD: To order food, birthday cakes and disposable cups/plates, please see attached menu and order form from the café. Please email our Café Coordinator with your order.		
Will you be providing your own food?: Yes No		

Email your completed Crèche Room Hire Booking Request Form to hmoore@bunbury.wa.gov.au

***Please note: acceptance of any bookings is at the discretion of the Crèche Coordinator due to the varying nature of activities the crèche venue can be hired for. You may be contacted in regards to seeking further clarification on your booking request.**

Please contact the Crèche Coordinator on 9795 2246 if you have any further queries.