



1 Moreton Crescent, Warnbro WA 6169
PO Box 8224, Warnbro WA 6169
Phone (08) 95939 3027
Email: info@warnbrocfc.com.au
www.warnbrocfc.com.au
ABN:96 938 670 657

CHILDREN'S PARTY PROCEDURE - 0-12 YR OLDS

PARENT'S NAME: _____ AGE GROUP: _____

DATE OF PARTY: ____/____/____ DAY: _____

Number of Children: _____ Number of Adults: _____

1. Pay \$_____ hire fee, \$200.00 **cash bond**, \$90.00 cleaner's fee plus (optional) \$_____
We have card facilities for Room Hire Fees only!

PRICING OPTIONS – Please tick

<input type="checkbox"/> 4 hours \$80.00 double rooms (x64 max)	<input type="checkbox"/> 4 hours \$60 for single room (x32 max)
<input type="checkbox"/> 6 hours \$110.00 double rooms (x64 max)	<input type="checkbox"/> 6 hours \$80 single room (x32 max)

2. Agree by terms of hire & By-Laws.
3. Alarm must be armed and disarmed on every occasion when coming into the WCFC and on leaving.
 - **NO GLASS** No alcohol is permitted inside the building or in the outdoor areas
 - **No ALCOHOL** No alcohol is permitted inside the building or in the outdoor areas
 - **NON SMOKING VENUE** No smoking is permitted inside the building or in the outdoor areas.
 - No posters/flyers are to be removed from the notice boards

Please note:

- In the interest of safety, children must be fully supervised at all times, both inside and outside areas, either by a parent or nominated caregiver.
- CCTV cameras are in use around the centre.

Entering centre – TO DISARM ALARM – On keypad enter code *****(Nothing else)*****

At the end of the party

- Cleaning products are kept in top cupboard above microwave or in the broom cupboard.
- Tea towels and bin liners in cupboards above sink.
- Inside Broom, mop bucket and floor cleaner in the broom cupboard.
- Mops hanging on wall outside (one on each side).
- Outside broom hanging outside on wall (this broom is for outside use only) sweep up all sand of pavement and softfall.

(Please note although we supply these items as a courtesy the Centre Manager is not on site 24 hours a day so we cannot always guarantee they will be available.)

Checklist before you leave:

- Pick up any rubbish including balloons from outside area, activity rooms, toilets, empty all bins including nappy bin in foyer toilet and kitchen area and place sealed rubbish bags in outside bin enclosure, key for the bin enclosure is kept in the cupboard above the sink.
- Wash and dry any kitchen items used and put away.
- Wipe down all kitchen benches and tables used.
- Turn off oven, urn, air-conditioner/heater, fans anything that was switched on.
- Sweep and mop floors in all rooms used
- All chairs and tables must be put back from where obtained them.
- Lights turned off. Anything switched on please switch off.



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Before leaving

Please check all doors in the centre are locked.

All exit doors are emergency evacuation exits therefore they can always be opened from the inside even when locked on the outside.

To ensure back doors are locked turn the knob to the right until it clicks leaving it in an upright position | **Pull the doors to make sure they are properly closed.**

When everything is turned off and you are ready to leave you must arm the alarm.

Exiting centre **TO ARM** — Touch sleep screen to bring up screen - press **AWAY**
The little person will turn red this indicates alarm is ARMED

After you ARM the alarm you have 30 seconds to leave the building.

Locking front door - From the inside turn the knob to the right until it clicks leaving it in an upright position | and close the door shut or lock with the key from the outside. Once outside please check that the door is locked properly.

If you set the alarm of return to the building disarm the alarm and try again.

FAILURE TO SECURE THE BUILDING WILL RESULT IN A SECURITY CALL OUT CHARGE OF \$99.00 PER CALL OUT.

Have a great time and thank you for hiring the **Warnbro Community and Family Centre.**

I have read and agree to these Terms and Conditions

Sign Name: _____ Print Name: _____

Date: ____/____/____

Cleaner required \$90.00 charges

YES Please arrange a cleaner on my behalf. 2 weeks notice is required!

NO I will accept responsibility for cleaning the centre and understand a penalty rate of \$120 will be billed if cleaning is not acceptable.

If you have any difficulties on the day you may try to phone 0427 634 462, however there is no guaranteed I will be contactable (this number is redirected and does not receive txt messages).

Use of the facility by your organisation / group does NOT cover you for Workers Compensation, Professional Indemnity Insurance, Directors and Officers Liability, Public Liability and Products Liability, Injury caused by use of your own equipment, or Theft/Damage to your groups equipment in use or stored with in the centre premises. **Your group needs to make its own insurance arrangements for this type of cover.**



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NAME: _____

ADDRESS _____

CONTACT NO: _____ SECOND CONTACT NO: _____

PURPOSE OF GROUP: **Child's birthday party** Age: _____

TYPE OF ACTIVITIES: _____

COMPOSITION OF ADULTS: _____ & CHILDREN: _____

(Please note, in the interest of safety, children must be fully supervised at all times, both inside and outside areas, either by a parent or nominated caregiver.)

Date:		Time:	
ACTIVITY AREA 1		OUTSIDE AREA 1	
ACTIVITY AREA 2		OUTSIDE AREA 2	
USE OF KITCHEN		ENCLOSED LAW AREA	

HIRE CHARGES \$ _____ PAID: _____

BOND PAID \$ _____ PAID: _____

CLEANING FEE (if applicable) \$ _____ PAID: _____

KEYS RECEIVED: _

RECEIVED BY: _____ SIGNED: _____

Agreeing to the by laws

I _____ have received, read and understood the By-Laws. By signing this I acknowledge that I will abide to what is contained within the by-laws.

Signed: _____ Date: ____/____/____

Returning Keys & Bond

BOND RETURNED: \$ _____ DATE: ____/____/____

RECEIVED BY: _____ SIGNED: _____
 (Name please print)

KEYS RETURNED: _____ (for areas) _____

RECEIVED BY: _____