



BOOKING PROCESS

1) BOOKING:

- Make party hire booking at the Nunawading Toy Library, by one of these methods:
 - i) During borrowing session,
 - ii) By email info@nunawadingtoylibrary.org.au,
 - iii) SMS or Voicemail on mobile phone 0449 123 889. (not manned outside session hours)
- Bookings are for a specified period (usually 5-7 days) Subject to other bookings.
- Bookings are not confirmed until a deposit amount of \$50 is received and availability confirmed by NTL.

2) PAYMENT:

- Direct deposit **preferred** prior to collection to **Nunawading toy Library BSB 633 000 Account # 133 431 569 – OR PAYID: info@nunawadingtoylibrary.org.au**
 - Reference member number/PH, or for non member surname of booking/date
- Cash/EFT payment at the library prior to collection by prior arrangement.
- The receipt for payment issued is to be shown to the party pack host/coordinator on collection. Items cannot be collected until payment has been received and confirmed.

3) COLLECTION:

Party pack items and Chairs and tables

- **NOTE:** 2 people may be needed to load the items into your car, and coordinators are unable to assist when they are busy. Please also keep the size of your car in mind, you may need to drive two cars or make a second trip.
- **Collection is preferred** – Wednesday evening prior to your party date (7-8pm) – or by arrangement

4) CARE OF ITEMS & STORAGE:

- Although most party pack items can be used outdoors, constant exposure to the elements will cause deterioration. Please store all items inside or undercover when not in use.
- A separate page of photos can be provided for step-by-step instructions for Party Pack items requiring assembly.
- Ensure that all items are assembled correctly, and that the equipment is safe for children's use.
- Indoor items table ware etc - please see additional care instructions on 3rd page

5) PARTY: ENJOY and ensure that children are supervised at all times while using the equipment.

6) RETURN:

- Clean and return all borrowed items within required time frame (you may be asked to return items sooner subject to other bookings).
- **Return is preferred** – Monday morning 10am-12pm or Wednesday evening prior to 7pm

7) DEPOSIT REFUNDS:

- Refunds are made by bank transfer within a fortnight of returning toys to the library.
- Deposit refunds will not be made if toys are returned dirty or in poor condition/damaged from the hire period.
- Individual missing parts for toys hired will be charged at \$5 per missing item this will be deducted from the deposit refund.
- Damaged items will be charged at the discretion of the toy library committee
- A fee schedule for tableware and is set out on the last page of this form. (Party kits)





PARTY HIRE BOOKING FORM

(to be completed before hire of all items)

Name:	NTL Member No
Email Address	Contact Phone Number:
Address:	Suburb:

Date of party: ____/____/____ Day of week _____

Collection Date: WED 7-8pm/THURS 9.30-11am ____/____/____ to MON 10am-12pm/ WED 6-7pm ____/____/____

ITEMS REQUIRED	ITEM HIRE COST		Admin use <small>Circle when reserved in mibase</small>
	MEMBER	NON MEMBER	
Roller Coaster	\$10	\$15	PH29/PH30/PH31/ PH32
Feber climbing Gym	\$10	\$15	PH33/PH34
See saw alligator	\$10	\$15	PH25/PH26
Mini Golf Game Pack	\$10	\$15	PH4
Rock and roll teeter	\$10	\$15	PH23/PH24
Feber Gus tunnel	\$10	\$15	PH1/PH15
We play fish and path	\$10	\$15	PH27/PH28
Giant Jenga	\$10	\$15	PH20
Giant connect 4	\$10	\$15	PH17
Giant noughts and crosses	\$10	\$15	PH45
Egg and spoon race	\$10	\$15	PH5/PH16
Jumping sacks	\$10	\$15	PH18/PH19
Parachute	\$10	\$15	PH21/PH22
Cake Tin Hire: style: _____	\$8	\$20	PH35-44
Reusable party kit (cups,plates,bowls etc)	\$10	\$20	PH53/PH54
Kids Table Hire \$10 each (max. 4 available):	\$10x.....	\$10x.....	PH13/PH14
Kids Chair Hire \$1 each (max. 40 available):	\$1x.....	\$1x.....	PH11/PH12/PH49

DEPOSIT <i>(only 1 deposit is required, max \$50)</i>	\$50	\$50	Admin use Cash/card/EFT Date:
TOTAL ITEM HIRE COST	\$ ____	\$ ____	Cash/card/EFT Date:
TOTAL PAYABLE	\$.....	\$.....	Recorded Mibase Y/N

Declaration: I agree to comply with the rules of the Nunawading Toy Library Inc. and to indemnify the Nunawading Toy Library Inc., its members and committee, against all loss or liability, howsoever caused, arising from borrowing by, or through me, of any toys, games, or other items and agree to pay the Nunawading Toy Library Inc. fines and fees as per the current schedule and as agreed by the committee.

Signed (applicant): _____

* **Refundable Deposit** will be refunded via direct deposit. Please provide bank account details: (please allow 14 days from the return of items for the refund)

BSB: ____/____/____ Account Number: _____ OR PAYID _____

Account Name: _____

ADMIN USE: ID SIGHTED Y/N? Approved (NTL rep): _____ Date Approved: ____/____/____

DATE LOANED: ____/____/____ **RETURNED** ____/____/____ **Refund date** ____/____/____ **Ref #** _____



PARTY KITS - KIDS TABLE WARE AND DECORATIONS

CLEANING ADVICE and CARE

- Bowls, plates, cups, spoons, knives, forks - Dishwasher safe or hand wash with dish detergent and hot soapy water
- Platters - Microwave safe, Dishwasher safe or hand wash with dish detergent and hot soapy water
- Serving bowls and Jugs - Hand wash only using dish detergent and hot soapy water, not suitable for hot items
- Table cloths - Wipe over with cloth using hot soapy dish washing water - ensure dry before folding.
- Napkins - Machine wash with like colours (in a delicates bag - preferred). Dryer safe. Do not use fabric softener or dryer sheets as they reduce absorbency (100% cotton). Place flat in a pile or iron to keep shape.
- Party hats - wipe clean. Do not wash as these are felt and will perish.
- Bunting- Machine wash with like colours (in a delicates bag - preferred). Dryer safe. Place flat in a pile or iron to keep shape.
- ENSURE ALL ITEMS ARE DRY BEFORE RETURNING

○ Party Kit - Table ware and decorations - Fee schedule

CLEANING - minimum \$10 will be held from any deposit refund for minor cleaning required by the toy library volunteers, this is at the discretion of the toy library committee on review of returned items.

Deposit refund will not be made if items are returned dirty or in poor condition/damaged from the hire period.

MISSING PARTS or BREAKAGE

- Cutlery, plates, bowls, cups - \$1 per item
- Platter, Serving bowl, Jug - \$4
- Bunting - \$5
- Napkins - \$3
- Table cloth - \$10
- Party hats - \$10

ITEMS WILL BE INSPECTED ON RETURN - ANY ISSUES WILL BE COMMUNICATED BY EMAIL.