

PARTY HIRE INFORMATION

1) BOOKING:

- a) 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)
- b) Bookings are for a specified period (usually 5-7 days) Subject to other bookings.
- c) Bookings are not confirmed until a deposit amount of \$50 is received and availability confirmed by NTL.

2) PAYMENT:

- a) Direct deposit **preferred** prior to collection to **Nunawading toy Library BSB 633 000 Account # 133 431 569** – Reference member number/PH, or for non member surname of booking/date
- b) Cash/EFT payment at the library prior to collection by prior arrangement.
- c) 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

- a) **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.
- b) **Collection is preferred** – Wednesday evening prior to your party date (7-8pm) – or by arrangement

4) CARE OF ITEMS & STORAGE:

- a) 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.
- b) A separate page of photos can be provided for step-by-step instructions for Party Pack items requiring assembly.
- c) Ensure that all items are assembled correctly, and that the equipment is safe for children's use.

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

6) RETURN:

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

7) DEPOSIT REFUNDS:

- a) Refunds are made by bank transfer within a fortnight of returning toys to the library.
- b) Deposit refunds will not be made if toys are returned dirty or in poor condition/damaged from the hire period.
- c) Individual missing parts will be charged at \$5 per missing item this will be deducted from the deposit refund.



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: ___/___/___ Collection Date: ___/___/___ to ___/___/___

ITEMS REQUIRED	ITEM HIRE COST		Admin use
	MEMBER	NON MEMBER	Circle when reserved in mibase
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	\$23	PH35-44
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

			Admin use
INSURANCE (<i>non-refundable, non-member only</i>)		\$5	Cash/card/EFT Date:
DEPOSIT (<i>only 1 deposit is required, max \$50</i>)	\$50	\$50	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: _____

Account Name: _____

ADMIN USE: ID SIGHTED Y/N? Approved (NTL rep): _____	Date Approved: ___/___/___
DATE LOANED: ___/___/___ RETURNED ___/___/___	Refund date ___/___/___ Ref # _____