



Beaconsfield Children's Hub Panorama Estate
2 - 8 Windsor Drive, Beaconsfield, 3807
Ph: 9769 3333

Multipurpose Room Conditions of Use for Bookings

There is 2 pages to these conditions – the 2nd page must be returned to the office prior to your booking.

The following conditions have been established for use of hire of Beaconsfield Children's Hub Multi Purpose Room:

1. You are hiring the room, as is. If for any reason you require to move equipment, please ensure it is returned to the same place after your session. Furniture is not to be moved.
2. If your group consists of children they must be supervised at all times
3. We ask that you do not move the furniture around the room, please leave the layout as is.
4. Children are not permitted to climb and or stand on furniture.
5. Families who have children who attend our Long Day Care and Kindergarten will be given priority access of booking over others.
6. All damage caused by your group to the building, furniture, equipment or fittings **MUST** be reported immediately to the staff at Beaconsfield Children's Hub. You will be responsible to have it repaired and responsible for the cost of the damage.
7. Please do not allow the children to bang on the walls, glass or walls around the room.
8. Please be aware that Beaconsfield Children's Hub is a NUT FREE environment. We ask that nuts or products containing traces of nuts not be brought into this environment at anytime.
9. Ensure the room is left in the same state as when you arrived, all toys have been put away, all dishes washed, tables cleaned and floor vacuumed. (Vacuum is located in cupboard). There is spray 'n' wipe/disinfectant in the room to wipe down tables, couches etc.
10. Ensure all rubbish is placed in a Plastic Bag and taken home with you. No rubbish is to be left on the premises, in the building or car park. No rubbish is to be placed in BCH skip. Leaving rubbish behind will result in a fee being charged to you.
11. Any breakage to the building or contents will be charged.
12. The entrance to the multipurpose room is via the side entrance door at the front of the building.
13. If using the kitchen the only item used will be the stove, oven and sink. No pantry items, or dishwasher is to be used by the hirer. You are required to provide your own tea towels, paper plates, cutlery and cups. Arrangements can be made to use the kitchen on weekends and evenings, the kitchen cannot be used on weekdays due to Australian Health Regulations of our governing body.
14. A cleaning fee of \$60 per hour will be charged if the multipurpose room, passage way, outdoor area or toilets are not left clean as when you arrived.
15. Please note the time of your booking and be sure not to exceed this time. If you exceed the allotted time you will be charged \$50 for any time after the allotted time up to 1 hour and \$50 for each hour after.
16. If you are using the outdoor play area – please take note of how it is set up. We spend a lot of time and effort maintaining the outdoor play space. It is to be left exactly the way you find it. Sand is not to be taken out of the sandpits. Tanbark to remain in tanbark areas. The destruction of plants and outdoor equipment is to be reported to the office and you will be responsible for the cost of the damage. Children are to be supervised at all times.
17. The toilets are located along the passage way.
18. No smoking, alcohol or drugs is permitted in the Beaconsfield Children's Hub or its surrounding areas, this includes the car park.
19. Person's are not permitted in any part of the following areas at anytime: long day care facility area including children's rooms, office, conference rooms and other rooms –these areas will be locked and are not to be accessed at anytime.
20. The key to the building is to be picked up from the office no earlier than the last business day before your booking by arrangement. It must be returned no later than the first business day after your booking.
21. Max number of persons in the room is limited to 60 persons. That is adults and children combined.

The hiring of the multipurpose room is \$60.00 per hour with a minimum of 3 hours – Bookings are essential.

There is a \$100 cash deposit that is required, this will be reimbursed to you on the timely return of the key and provided that the room has been left in good condition (see attached checklist).

Once a booking has been paid a minimum of 72 hours notice must be received for cancellations. Failure to give adequate notice will result in non-refund of amount paid. A \$30 cancellation fee applies to all bookings regardless.

- All booking are to be paid for 14 days in advance. Payment options are direct deposit into our bank account or by cash, Eftpos or cheque.
- Direct Deposit Details: Beaconsfield Children's Hub Panorama Estate

BSB#: 633-000

A/C#: 138048707

Disclaimer:

Beaconsfield Children's Hub will not be held at fault for negligence to any result of circumstances held as a consequence of hiring the multipurpose room. Under no circumstances will BCH be made liable for any injuries or accident resulting

from negligence from the persons hiring this venue. Supervision of all persons entering these premises are under the control of the person signing this contract hiring agreement. You have been supplied with an empty room upon request of your own terms and any harm, damages or cause of negligence is the sole responsibility of the person signing this contract on the date of the booked event.

Multipurpose Room Booking Sheet: Please return to office with payment.

Name: _____

Occasion for booking room (i.e.: Birthday Party, Conference): _____

If birthday party - name of child and age: _____

Start/finish time and date of Party: _____

How Many Children will be attending? _____

How many adults will be attending? _____

I understand and acknowledge the conditions of entrance to the multipurpose room at Beaconsfield Children's Hub.

Name: _____ Signature: _____

Date: _____ Contact Number: _____

Address: _____

Email: _____

Beaconsfield Children's Hub Signature: _____ Date: _____

Multi-Purpose Room checklist

Thank you for choosing to hire Beaconsfield Children's Hub's multi-purpose room for your function. To ensure that we can continue to offer this service in the future we ask that you please ensure you have completed all the items on the checklist below. On return of the key your deposit will be returned to you provided that the room has been left in good condition as set out in the list below.

Task	Yes/No
Booking fee paid	
\$100 Deposit paid	
Lights off	
Floors vacuumed	
Spills appropriately cleaned	
Tables wiped	
Windows locked	
Oven/stove off	
Rubbish removed from premises	
Room set up as found	
Yard cleaned	
Yard set up as found	
Vacated premises within allocated timeframe	
Carpet, walls, floor free from stains.	
Premises free from any damage.	
All Beaconsfield Children's Hub equipment to be left on premises.	
Food and drink belonging to Beaconsfield Children's Hub has not been used.	
Doors locked	
Toilets are cleaned.	
Key returned on next business day to the Beaconsfield Children's Hub office	