

NORTHAM RECREATION CENTRE CHILDREN'S BIRTHDAY PARTIES

BOOKING DETAILS

Parent / Guardian Name: _____

Email Address: _____

Phone Number: _____

Child's Name: _____ Age: _____ Gender: _____

Number of Children attending: _____

Are all genders attending? YES NO

Date: ____ / ____ / ____ Day of the Week: _____ Time: _____

THEME & PACK SELECTION

PARTY THEME

- Pirate
 Fairy
 Pamper
 Superhero's

PARTY PACK

- Pack 1
 Pack 2
 Pack 3

Party package details listed below

PARTY PACKAGE DETAILS

PARTY PACK 1

- \$150 for 10 children.
- Includes : Party Room, invitations & games instructions for hirer.
- Food & drink self-catered.
- No party leader.
- Additional children are \$15 each (max 15 children in total).

PARTY PACK 2

- \$210 for 10 children.
- Includes : Party Room, invitations & game instructions for hirer.
- Food & drink provided.
- No party leader.
- Additional children are \$21 each (max 15 children in total).

PARTY PACK 3

- \$270 for 10 children.
- Includes : Party Room, invitations & games run by the party leader.
- Food & drink provided.
- Party leader included.
- Additional children are \$27 each (max 15 children in total).

CONDITIONS OF HIRE

- Booking forms must be submitted to the Bookings Officer at least 7 business days prior to the booking date.
- Bookings inside the Recreation Centre must be made within opening days & hours unless discussed and approved otherwise.
- Bookings are not confirmed until a booking confirmation email has been sent out.
- The hirer must leave the facility in a presentable condition following the end of the booking.
- A deposit of 50% must be paid 7 days prior to the booking. The booking MUST be paid in full 72 hours prior to the commencement of the booking.
- Parties run for a maximum of 2 hours only.
- The hirer is responsible for all children that are attending the party and must ALWAYS remain in the room with the children.
- The hirer will ensure there are no more than 10 children attending, unless additional children are paid for, the maximum becomes 15 including siblings.
- All food allergies MUST be put in writing on the booking form.
- The hirer is to provide the birthday cake, candles, and lolly bags.
- Storage of items before or after the booking is not permitted unless discussed and approved otherwise.
- The Shire of Northam is not responsible for any loss or damage of personal property.
- The council reserves the right to withdraw permission for the use of any facility at any time.
- Fees are set by council and cannot be adjusted.
- Cancellations must be received in writing to bookings@northam.wa.gov.au no less than 48 hours prior to the scheduled date. Failure to do so will result in being charged a cancellation.
- All damage is to be reported. The hirer is liable for costs to repair/replace any damages to Shire property where identified after your booking. These costs may be deducted from your bond.

DECLARATION

I have read and agreed to the conditions of hire outlined above. I am aware that this booking has not been confirmed until I have received a confirmation email from Northam Recreation Centre's Booking Officer.

Signed: _____ Date: ____ / ____ / ____