



Little Nicholson Street Play Centre Inc Party Policy 2014
13 Union Street, East Balmain

Little Nicholson Street Play Centre (LNSP/the Centre) is available for hire on Saturdays only for birthday parties for children 0-5 years to members or 5 Trip Holders only.

To book a party you must be a current calendar year member or hold a current 5 Trip Ticket. Your party will be cancelled if either of these are not current 8 weeks out from your booking. If you are sharing a party all hosts must be calendar or 5 trip members. Please note you cannot book a party on behalf of a friend.

PARTY TIMES

LNSP may be booked for a morning party (available between 10am-1pm) or an afternoon party (available between 2pm-5pm). Setting-up and cleaning-up must be undertaken within these times.

HIRE COST

Party Hire is \$85 for calendar year members and \$100 for 5 Trip members plus a bond of \$100 is payable.

The bond will be refunded within 14 days in the event that the conditions of hire Conditions of Hire are met. After your party, upon returning the LNSP key, you will be required to confirm the Conditions of Hire have been met.

NOTE: As we can only accept one set amount for our party bookings within our software, we will refund calendar year members \$100 in bond and \$85 for 5 trip members

BOOKING A PARTY

Please view our online calendar to confirm if your required date and time is available, if available please fill out the online application form with payment. Confirmation will only be made upon receiving payment. This will be sent via email for your records. If you do not follow both steps of entering your details and completing the payment link your booking may not be valid.

PAYMENT

Party payment is to be made via our website via PayPal at the same time of booking. A confirmation email will be returned within 24hours to confirm your booking. A bond is also required; this is also made by when booking your party online via PayPal. After your party and upon you confirming that the Conditions of Hire have been met you bond will be returned within 14 days to the bank account your nominated in your booking form.

REFUNDS

A full refund is available on cancellation 14 days or more in advance. No refunds will be made after this time. The Committee will consider any exceptional circumstances should they arise.



CONDITIONS OF HIRE

Access to LNSP on Saturdays is between the hours of 9am-5pm. The Centre must not be opened before 9am and must be vacated before 5pm.

Under our Development Consent with Leichhardt Council, we are required to strictly adhere to the following:

- Maximum number of children at a party: 15
- Maximum total persons on-site: 45 (including the children)
- No entertainment such as jumping castles or rides. However single entertainers, such as clowns, are permitted, subject to them being fully insured.
- No amplified music or announcements. However non amplified music for party activities (such as pass the parcel) is permitted.
- Alcohol is not to be served or consumed on the premises at any time.
- No Smoking
- Rubbish placed in the bins provided or removed from premises if the bins are full
- The centre must be left clean and if you use the BBQ, please clean it thoroughly in preparation for the next party booking.
- All party decorations must be removed, toys put away, and all internal and external areas left clean and tidy.
- The Centre must be vacated and locked by 1pm (morning parties) or 5pm (afternoon parties).

NO ALCOHOL

Please ensure that you inform your guests prior to the party that alcohol is not permitted on the LNSP premises to avoid any embarrassing situations on your guests' arrival. The Centre is not authorised to have alcohol on the premises – this is stipulated in our Council Licence.

ALSO PROVIDED

An electric BBQ is located at the entrance, cleaning equipment in the kitchen, small microwave, kettle.

INDEMNITY

LNSP is not responsible for any loss or injury arising from or in connection with your use of LNSP for a Saturday party which is caused *otherwise than* (a) as a result of the proper use of the property, fittings and/or fixtures of LNSP or (b) as a result of any negligence of LNSP or its committee.

By agreeing to hire the LNSP premises for the purposes of holding a Saturday party, you agree to fully indemnify LNSP and each of its committee members against any losses, costs, claims, damages, expenses, liabilities, proceedings or demands which LNSP may directly or indirectly incur or suffer arising out of or in connection with your use of LNSP caused *otherwise than* (a) as a



result of the proper use of the property, fittings and/or fixtures of LNSP or (b) as a result of any negligence of LNSP or its committee.

KEY COLLECTION

Key collection is on the day of your party from JT Darling Supermarket across the road, they have been provided with a summary of all bookings. Contact parties@lnsp.com.au for any questions or enquires regarding your party.

PARKING

It is important to consider the interests of the LNSP neighbours. To this end, please ask your guests NOT to park in Union Street.

HAVE A FANTASTIC TIME!

The Committee of LNSP are delighted that the LNSP premises are able to be used by the community for parties on Saturdays. To ensure that this privilege is maintained for all to enjoy, please ensure that the above conditions are met. Above all, enjoy your party!