



- **GENERAL:** 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.
- **WHO CAN BOOK:** 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 on the date of your proposed party. 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 \$100 for calendar year members and \$150 for 5 Trip members plus a bond of \$100 is payable. The bond will be refunded within 30 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.
- **BOOKINGS:** 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 30 days to you via paypal. Party payments/bookings are not refundable once processed.