

# BIRTHDAY PARTY BOOKING FORM

For further information please contact reception on 9236 4700.

## CONTACT INFORMATION

Name			
Address		Phone	
Suburb	Postcode	Work	
Email		Mobile	

## BIRTHDAY CHILD(REN)S DETAILS

Name (s)	
Age celebrating	
Medical Conditions	

## BOOKING DETAILS *(minimum of 10 children)*

Pool Party – ages 5+ only - no catering
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Day/Date:		Time (2 hours)				
Number of people:		Age groups	0-5	5-12	12-16	Adults 16+
Total no of children		Number				
Pricing	Pool Parties <i>(minus host and catering, BYO available)</i> \$12 per child					

## SPECIAL/OTHER REQUIREMENTS

# BIRTHDAY PARTY BOOKING FORM

## TERMS AND CONDITIONS

1. All correspondence relating to birthday parties is to be directed to [recquatic@kwinana.wa.gov.au](mailto:recquatic@kwinana.wa.gov.au).
2. Birthday Parties are booked for 2 hours.
3. A minimum of ten (10) children must be booked/paid for.
4. Please note that the centre is glass-free and alcohol free.
5. Pool Party \$12 excludes party hosts, in house catering and cleaning options. Host is required to provide own catering and cleaning (if required). No facilities are available for cooking or storage. Cafe Splash can not guarantee it will be open for your booking.
6. In the case of cancellation, the deposit will be forfeited.
7. A 20% surcharge applies on Sundays. Bookings will not be taken for public holidays.
8. Prices are subject to increase by CPI each financial year.
9. A deposit of 50% must be paid at time that the booking is confirmed by Kwinana Recquatic and the balance paid at least 7 days prior to the party date.
10. Confirmation of a booking occurs when you receive an email with an attached copy of your Birthday Party Application Form from the Recquatic email address stating "Confirmation of Booking".
11. Confirmation of booking with final number must be received via email one week prior to the function.
12. Parents must provide adequate supervision of children. Under 12s using the pool must be adequately supervised by an adult (16+) and under 5s must remain within arm's reach of an adult while in the water.
13. All equipment requirements i.e. chair/s and table/s are to be advised on the booking form.
14. Kwinana Recquatic is a government building and smoking is strictly prohibited inside the venue (including the fenced outdoor area) or within 10m of any entrance or window.
15. Additional charges can include; cleaning time, damage to the Centre or failure to comply with Kwinana Recquatic rules etc. Kwinana Recquatic has the right to charge additional fees to the hirer.
16. Any decorations to be displayed must be authorised prior to the booking. Any repairs required as a result of the placement of decorations will be charged to the hirer.
17. Any electrical equipment brought in must be tested and tagged in accordance with AS/NZS 3760 (and display current tag).
18. Kwinana Recquatic will not be held responsible for the loss or damage of personal or other belongings. If you do lose an item please contact the centre immediately.
19. Kwinana Recquatic Management has the final say on all decisions relating to the above and the booking on the day of the function and their decision will be final.
20. Kwinana Recquatic reserves the right to cancel a booking if confirmation and payment is not received 7 days prior to the booking.

***PLEASE NOTE THAT THE BIRTHDAY PARTY BOOKING FORM IS NOT A CONFIRMATION OF THE BOOKING.***

## DECLARATION

I confirm I have read the Kwinana Recquatic facility hire terms and conditions and conditions of entry; I agree to abide by all of these terms and conditions and I am responsible for payment of all fees and charges associated with this application.

I confirm that I have the authority to make this application of behalf of the above organisation.

Name:

Signature:

Date:

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## OFFICE USE ONLY

BOOKING DETAILS		YES/NO	DATE	BOOKING PAYMENTS	YES/NO	DATE	AMOUNT
Date/Time Application Received		Yes No		Deposit Paid	Yes No		
Confirmed Booking		Yes No		Balance Paid	Yes No		
Emailed to Café Manager		Yes No		BOOKING REQUIREMENTS	YES/NO	DATE	QTY
DRY SIDE (notify Booking Officer)		Yes No		Lifeguard	Yes No		
POOL – update D14/20056		Yes No		Play Coordinator	Yes No		
Casual Booking (record DM Diary)		Yes No		DJ	Yes No		
Copy of booking form in DM Folder		Yes No		Café Staff	Yes No		
Entered into Class C#		Yes No		Setup Requirements confirmed	Yes No		
Saved App in TRIM D		Yes No		Food Ordered	Yes No		
Numbers Confirmed		Yes No					
Record any other communications relevant to booking							