



Olympic Avenue Kindergarten

ABN: 60 959 407 301

28 Olympic Avenue
Cheltenham VIC 3192
Phone: 03 9583 6166

Olympic Avenue Kindergarten Hire Policy and Booking Form

1. Conditions of Hire

- The hire of the Kindergarten must be agreed to by the Committee or a Committee member. Bookings are made through the Hall Bookings Officer.
- The following are required to be sent to the Bookings officer before your booking is secured:
 - The completed administration page (Section 4)
 - Hall hire fee (\$60) and bond (\$90) this can be in the form of two separate cheques or cash.

Until these items are received the date is only tentative and is still available to be given to someone else. So it is in the hirer's interest to get this done ASAP.
- The deposit will be returned on confirmation that all conditions have been complied with. There is only one booking accepted for any one day.
- Committee members holding committee positions in the current calendar year are entitled to hire the Kindergarten free of charge, however, they must still pay the deposit and accept all responsibilities of the hire.
- The Kindergarten Committee of Management or nominated representative has the right to cancel hire of the facilities and reserves the right to refuse hire to any party without stating the reasons for doing so. Kindergarten sanctioned events always take priority over party hires.
- Bookings are not taken at the following times:
 - During school holidays (the reason for this is that during holidays the Kinder is considered to be closed, also teachers often come in at irregular times to prepare the room for the following term and furthermore the Bookings officer is not always available to handle key pickup and returns).
 - Working Bee weekends (for safety reasons).
 - Garden maintenance (for safety reasons).
- The Kindergarten takes no responsibility for public liability that may occur while it is in private use. Therefore, should anyone receive any bodily harm it will be the sole responsibility of the person using the Kindergarten to take and finance whatever legal action is required. The hirer must also accept sole responsibility for the hire of any external entertainment or performer including any loss, damage or injury occurring as a result of said hired entertainment or performer.

- The person hiring the Kindergarten will be held fully accountable by the committee for any damage that occurs whilst in private use. Any damages that occur must be paid for in full and repairs/replacements completed to the full satisfaction of the committee within one week of the party concluding. Failure to do so will mean your deposit will be forfeited and you will void any right to hire the kinder in the future.
- The hirer must be a parent of a child **currently** attending the Kinder.
- The hirer must ensure that any food brought onto the premises by either themselves or guests **does not contain nuts.**
- The Kindergarten is to be left in the exact condition as the Hirer found it - refer to Kindergarten facilities (Section 2) and the checklist (Section 5).
- Hirers need to comply with Health Act Regulations and prevent overcrowding or obstruction of doorways.

2. Kindergarten Facilities

Areas that can be used:

- Kitchen and toilets
 - *NOTE:* You are no longer required to bring your own Toilet paper and garbage bags however all garbage must be taken with you at the end.
- Tables and chairs
- Outside play areas (including sandpit)
 - Bring your own play equipment for the sand pit.
- Kinder tyre swings
 - These must be requested in section 4.
 - If they are requested, the swings will be left just inside the back door and will need to be put up by the hirer.
 - When the party is over the swings need to be placed back where the hirer found them.
 - It is the hirers responsibility that these are used and looked after appropriately.
- Single car parking in the driveway
 - The hirer is permitted to park in the driveway (NOT on the grass) for loading and unloading purposes but no more than one car.

Areas and equipment that can't be used:

- Office
- Art and craft equipment
- Equipment in the outside sheds
- Blocks
- Home corner

The hirer must ***not***:

- Take any glassware (includes drinking glasses, beer and wine bottles) outside (in case of breakage)
- Attach anything to walls, floors etc, or drive nails, screws, thumbtacks or adhesive tape onto walls or floors
- Allow smoking **ANYWHERE** on the premises (inside or outside).
- Allow disorderly behaviour
- Disturb nearby residents with excessive noise
- Allow neighbours driveways to be blocked by parked cars (the council patrols the street and you can be fined)
- Aside from the hirer, allow other partygoers to park within the Kindergarten grounds.
- Bury things in the sandpit
- **Balloons may be used but it is essential that all strings, ribbons and any burst balloons be removed from the kinder.**

3. Contact Information

For any queries contact

Tania Watts-Hall at wattshall@hotmail.com or 0410556345

4. Administration

Return this page to the booking officer with hire fee (\$60) and bond (\$90) in either two separate cheques (preferred) or cash via the fees box in the kinder room.

Parent Full Name:.....

Child Full Name:.....

Colour Group:.....

Home Telephone number:.....

Mobile Number:.....

Email:.....

Required Date of Party:.....

Start and finish time of party:.....

Would you like to have the tyre swings made available? YES / NO

This form along with deposit will be held by the Bookings Officer until after the party has concluded. If you require a receipt or a copy of this page then please email the Bookings Officer. The deposit will be returned to you once the party is over and the Kinder has been satisfactorily checked.

I.(Print full name)

Of (address)

Understand and agree to all the conditions mentioned above, and in the checklists, in hiring the Olympic Avenue Kindergarten.

Signature:.....

Office Use Only - CHECKLIST

Above Party Date Confirmed?	o
Bond and Hire Fee received?	o
Hire Fee given to Treasurer?	o
Teachers notified (whiteboard)?	o
Swings provided?	o
Key given to hirer?	o
Key Returned?	o
Kinder Checked and swings put back?	o
Bond returned?	o
Hire Signed off by Booking officer:.....Date:.....	

5. Checklists (Hirer use)

Prior to Hire Day:	Completed?
Arrange collection of the key from the Bookings Officer	
Pack own tea towels	
Pack own sandpit play equipment	
Before the Party Starts:	Completed?
A room plan can usually be found on the kitchen window. If a room plan of the kinder layout is not provided, please take a minute to do a quick sketch of all the furniture, floor coverings, plants etc. so you can remember where to put them back at the end. A plan of the outdoor furniture is also required – all ladders, tables, tyres, etc. must be left in their original positions.	
Floor rugs are rolled up.	
The Home Corner is packed away so that it is not accessible to children.	
The shelves of blocks are turned around to face the wall (the blocks are not to be used by party guests)	
Ensure there is no access to the office, art and craft equipment or library.	
Locate the green laminated sheet that outlines the location of items. It is on the refrigerator in the kitchen.	
Check that you have complied with the information outlined in section 2 of this policy/agreement.	
After the Party	Completed?
Inside:	
Room returned to its original layout	
Kitchen benches, stove and microwave wiped clean	
Refrigerator emptied of hirer's goods	
Dishes washed, dried and put away	
Bins emptied, new liners inserted and rubbish taken away PLEASE TAKE YOUR RUBBISH WITH YOU, DO NOT USE THE KINDERGARTEN GREEN/BLUE COUNCIL BINS	
Tables, chairs, walls and windows wiped clean	
Lino floors swept (and mopped if necessary)	
Carpeted areas (foyer) vacuumed	
Children's and adult's toilets and hand basins cleaned	
Heating/cooling turned off	
Outside:	
Outdoor play area rubbish free and tidy – swept where required. (Look especially for bottle tops, plastic cups, streamer remnants, icy pole sticks and lolly wrappers)	
Permanent outdoor play equipment in visible satisfactory condition	
Sandpit raked and covered – also ensure there is nothing foreign in it.	
Tyre swings returned to the kinder room	
Security:	
Kindergarten building secured and locked	
Key returned to booking officer.	
Section 6 – Reviewed and completed if necessary.	

6. Follow up action.

If you answer Yes to any of the below questions, this section must be completed and returned to the Booking officer when you return the key.

• Were there any breakages or damage to the Kindergarten or Kindergarten equipment? YES / NO

• Were there any accidents or injuries to any person? YES / NO

• Is there any equipment to be replaced or returned (i.e. tea towels)? YES / NO

If you answered Yes to any of the above question then please add detail below:

Describe the incident:

Detail what follow up action is to be undertaken:

Signed: _____
Hirer of the Kindergarten

Date: ___ / ___ / 20 ___

Signed: _____
Bookings Officer

Date: ___ / ___ / 20 ___