



## Party Tableware Booking Requirements

Thank you for your interest in booking a Townsville Toy Library sustainable tableware packs. To book, fill out an enquiry form on [townsvilletoylibrary.org.au/party-hire](https://townsvilletoylibrary.org.au/party-hire).

<b>Age Recommendation</b>	All ages
<b>Pick Up Time</b> <i>Please note that the pick up and drop off times are sharp. If you are late, a fee may be charged. Please discuss when booking if these times aren't suitable.</i>	Saturday 9am
<b>Drop Off Time</b>	Monday 5pm
<b>Payment - Direct Deposit</b> <i>If you are unable to pay this way please contact us ASAP to arrange another payment method and secure your booking.</i>	Bendigo Bank Account A/C Name: Townsville & District Toy Library BSB: 633 000 A/C Number: 161 339 536 Reference: PLEASE USE YOUR LAST NAME AND PARTY AS THE REFERENCE

Go to [townsvilletoylibrary.org.au/party-hire](https://townsvilletoylibrary.org.au/party-hire) to make a booking enquiry.

Pay hire fee + bond at least **14 DAYS BEFORE HIRE DATE** to confirm your booking.

**Read below Terms & Conditions for hiring.** A copy will be printed for you to sign at pickup.

Pick up & drop off time is **9am and 5pm sharp!** \*IF YOU ARE LATE, A FEE MAY BE CHARGED\*







NOT SUITABLE FOR MICROWAVE. PLEASE DON'T USE SHARP KNIVES.

Please clean before returning. Re-Play products are dishwasher safe.

If there are any problems with the tableware packs we urge you to contact the Townsville Toy Library immediately by Facebook message or email ([party@townsvilletoylibrary.org.au](mailto:party@townsvilletoylibrary.org.au)).

## HIRER COPY - PARTY TOYS - TERMS & CONDITIONS

Hire Inclusions - 1 pack for \$15. Choose 2 colours for \$25.

	Re-Play Tableware Packs	Quantity available	Quantity required	Price
	RED - 8 cups, 8 small bowls, 8 plates, 2 large plates, 2 large bowls and 2 divided plates	1		\$15
	GREEN - 8 cups, 8 small bowls, 8 plates, 2 large plates, 2 large bowls and 2 divided plates	1		\$15
	BLUE - 8 cups, 8 small bowls, 8 plates, 2 large plates, 2 large bowls and 2 divided plates	1		\$15
	YELLOW - 8 cups, 8 small bowls, 8 plates, 2 large plates, 2 large bowls and 2 divided plates	1		\$15
	PURPLE - 8 cups, 8 small bowls, 8 plates, 2 large plates, 2 large bowls and 2 divided plates	1		\$15
	IGLOO DRINK COOLER 18.9 LITRES (5 GAL)	1		\$15

### Conditions of hire

To hire for a weekend period:

- There is a \$15 security bond per pack / drink cooler hired. This will be returned via bank transfer within 3-7 days after items are returned and checked.
- Hire fee is not refundable if you decide to cancel your booking without adequate notice being 5 business days' notice. If you have contracted covid, we can offer up to 2 date changes pending availability.
- If toy/s are not returned within the time frame specified an overdue fee of \$30.00 will be charged.
- NOT SUITABLE FOR MICROWAVE. PLEASE DON'T USE SHARP KNIVES.
- Please clean before returning. Re-Play products are dishwasher safe. Drink cooler must be hand washed gently with dish detergent and warm water.
- Please ensure items are fully dry before packing away for return.
- You MUST pick up and return the item on the date and time specified unless otherwise arranged in advance. A late fee of \$15 may apply.
- Once you have hired the item you have an hour to report any damage or issues before it becomes your responsibility (please set up as soon as possible).
- Any damage or lost items that occur during your hire is your responsibility, and if so, please act immediately and report the damage to the Toy Library via Facebook message.
- This damage will need to be fixed by you and if it is unfixable then the item will need to be replaced at your own expense.

**Borrowing Date:** Saturday the \_\_\_\_\_ AT 9.00AM **Return Date:** Monday the \_\_\_\_\_ AT 5.00PM

By signing this Agreement you acknowledge that you have read the above Terms and Conditions, are willing to adhere to them and are by hiring the Party Pack assuming all risk and liability of any injury, loss or damage associated with the use of the hired items and you are responsible for any such injury, loss or damage including but not limited to repair of any damage to the hired item and if unable to be repaired then replacement of the item.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## TOY LIBRARY COPY - PARTY TOYS - TERMS & CONDITIONS

**Hire Inclusions** - Please select items that are hired:

Party Toys	Quantity available	Quantity required	Price
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PURPLE - 8 cups, 8 small bowls, 8 plates, 2 large plates, 2 large bowls and 2 divided plates	1		\$15
IGLOO DRINK COOLER 18.9 LITRES (5 GAL)	1		\$15
<b>TOTAL</b>			

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Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Security Deposit Refund

I \_\_\_\_\_ confirm that I have returned all items borrowed from the Townsville Toy Library as per my Hire Form in good working condition.

I authorize Townsville Toy Library to refund my security deposit via bank transfer to the details below within 3-7 days.

Hirer Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Account Name:		Amount:	
BSB:		Account Number:	

Office Use Only			
Date Refunded		Refund Amount	
Authorised Person		Signature	