

Tea Party Hire Booking Requirements

Thank you for your interest in booking a Townsville Toy Library Party Pack.

To book, fill out an enquiry form on townsvilletoylibrary.org.au/party-hire.

Age Recommendation	3-10 years old
Contents 	12 Replay branded Cups 12 Replay branded Plates 3 x Rectangular Platters 1 x Tender Leaf Tea Stand with sweets 1 x Viga Wooden Macaron (8 pack) 2 x Little Dutch Wooden Stacking Flower puzzle Le Toy Van Honeybake Baker's Basket Le Toy Van Honeybake Vanilla Birthday Cake 3 x Little Rawr Silicone My First Tea Set
Pick Up Time <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 09:00am
Drop Off Time	Tuesday 09:00am
Payment - Direct Deposit <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 DATE AS THE REFERENCE

- ☐ Go to 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.
- ☐ Pick up & drop off time is as above! ***IF YOU ARE LATE, A FEE MAY BE CHARGED***
- ☐ Dropping off your items must be received by the Lead on shift - They cannot be left unattended

If there are any problems with the party toys, we urge you to contact the Townsville Toy Library immediately by Facebook message or email (party@townsvilletoylibrary.org.au).

Tea Set - TERMS & CONDITIONS

Hire Inclusions

Party Toys	Ages	Quantity available	Hire Price
 12 x Replay branded Cups (\$66) 12 x Replay branded Plates (\$102) 3 x Rectangular Platters (\$40) 3x Little Rawr Silicone My First Tea Set (\$75) - 3 x Teapot with lid - 12 x Tea Cups - 12 x Saucers Tender Leaf Tea Stand (\$57) - Wooden Stand - 1 x ham and cucumber sandwich (2 halves) - 1 x lemon meringue pie - 1 x chocolate roll - 1x slice of Victoria sponge - 1 x fancy apple - 2 x cupcakes Viga Wooden Macaron (\$14) 8 assorted colours 2 x Little Dutch Wooden Stacking Flower puzzle (\$80) - 2x Wooden stands - 8 x leaves - 8 x flowers Le Toy Van Honeybake Baker's Basket (\$40) - 1 x Wooden Crate - 5 x Wooden Pastries Le Toy Van Honeybake Vanilla Birthday Cake (\$35) - 1 x Wooden Cake Slicer - 6 x Wooden Cake Pieces - 6 x Wooden candles - 1 x Wooden Strawberry Fabric Bunting (\$25)	3-10	82 items Fabric Banner	\$45

Conditions of hire

To hire for a weekend period:

- There is a security bond of \$50 for the pack. This bond will be refunded in full if all these conditions are adhered to and returned in the same condition it was borrowed. Bond will be returned via bank transfer within 7-14 days after items are returned and checked. There is a \$50 cleaning fee if the set is returned excessively dirty.
- Hire fee is not refundable if you decide to cancel your booking without adequate notice being 7 business days' notice.
- If toy/s are not returned within the time frame specified an overdue fee of \$30.00 will be charged.
- Ensure each item is fully dry and clean before packing away.
- Where supplied, you must read the Instruction Manual before setting up
- Once you have hired the item you have an hour to report any damage or issues before it becomes your responsibility (please inspect 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 - \$500.

Borrowing Date: Saturday the__at 9:00am **Return Date:** Tuesday the__at 09:00am

By signing this Agreement:

- You acknowledge that you have read the above Terms and Conditions.
- Are willing to adhere to them and by hiring the Party Pack; accept all risk and liability of any injury, loss or damage associated with the use of the items hired. You are responsible for any such injury, loss or damage including but not limited to repair of any damage to the items hired and if unable to be repaired, then replacement of the item. Individual replacement costs listed above.

Name:

Signature: Date: