



July 2023

# Willetton Playgroup Party Hire Information Pack



# Message From Willetton Playgroup Committee

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Dear Party Hirer,

Thank you for booking Willetton  
Playgroup to have your event.

As parents ourselves we know how  
stressful planning a party for your  
children can be, so we have put  
together this booklet to try and  
help your event go as smoothly as  
possible.

We are only a phone call away if  
you have any issues with the  
venue.

Enjoy the party!

*The Willetton Playgroup  
Association Committee*



**We hope you  
have an  
amazing event  
at Willetton  
Playgroup!**

# What you need to know



## Access to the venue

Please remember that your total venue hire time includes set-up and cleaning time. You cannot access the venue ahead of time without prior permission. If you do enter the premises before your allocated time slot and/or leave later than your agreed finish time the committee have the right to withhold your bond.

- Use the lockbox located behind the pillar on the left-hand side of the front door.
  - Enter the code, press both buttons on the sides, and it should pop open, and you will be able to take the keys out (the keys will unlock the inner wooden door).
  - The front wooden door deadlocks if closed, therefore keep the keys on you or use something as a door stopper to hold the door open.
  - We will email the lockbox code to you on the morning of your venue hire.
- Use the same code to unlock the padlock to access the front gate.
- Other keys:
  - Located on a wall hook in the kitchen on the left-hand side (just as you enter) are the keys to the outdoor shed and cleaning cupboard.



# What you need to know



## Bond Return

Your bond will be returned provided no damage has occurred to the premises and the venue has been:

- Left set up as it was before your party.
- You haven't gone into the premises early or left later than your time slot.
- Any deductions in bond will be communicated via email.
- It can take up to 10 working days for your bond to be returned to your nominated account.
- If you have not received your bond by this time, please get in touch with us via email.



## Contact Details

The lockbox code will be sent to you the morning before your event, along with the phone number of a nominated committee member, in case you run into any problems/have queries on the day of your event.

Before and after your event, we prefer communication through the party hire email address [wpg.partyhire@gmail.com](mailto:wpg.partyhire@gmail.com).



# What you need to know



## Equipment and Facilities

- There are two reverse cycle air-conditioners at the venue. The remotes are affixed to the kitchen wall above the counter.
- We also offer the use of our BBQ for an additional \$25. Please note that you will need your own gas tank.
- Our storage cupboard is clearly signed opposite the kitchen and contains adult chairs, two trestle tables, and a gazebo for your use. High chairs can be found in the toy storage area near the children's toilets.
- The kitchen has a kettle, microwave, stovetop, oven, and some basic tea and coffee supplies in the cupboards.
- All outdoor toys, such as cars, bikes, and sandpit toys, are located in the outdoor shed. (Please clean and return before leaving). Please note that the 2 mini trampolines are NOT to be used at parties due to insurance conditions.



## Extra Charges

- There is a cancellation fee of \$50 if you give notice to us 2 weeks prior to your booking date, but we are happy to reschedule you for another date if it is an unusual circumstance (like your child being sick). Your booking will be confirmed once payment has been made.
- Willetton Playgroup, including party hire of the venue, is run by a committee of volunteers. We believe their time & weekends are valuable. Therefore, the following charges will apply if the premises is not left clean and tidy, and with all furniture returned to its original position: \$50 cleaning, \$50 moving furniture, \$50 putting away toys (e.g. 5+ toys), \$50 unnecessary call out. Our time is charged by the hour with a minimum of 1-hour charge. Please note this is a single person charge. If more than one committee member is required, you will be charged double the hourly rate. Any charges applied will be withheld from the bond.

# What you need to know



## Packing Up and Cleaning

- All furniture moved needs to be returned to its original place.
- Please fill out and sign the party hire cleaning checklist before your departure. It is located on the kitchen counter (a sample is provided in this file).
- There are cleaning supplies in the cupboard closest next to the toilet (right-hand side if you are standing facing the bathroom).
- Under the kitchen benches, you should find the spray and wipes as well as bin bags.



## Setting Up for Your Event

- When you hire the facilities, you have access to the whole property, inside and outside.
- You are welcome to move the furniture around, but please return it to its original place.
- Decorations must NOT be affixed to paint (walls, doors, ceilings etc) as damage to these will need to be rectified at your cost.



## Venue Capacity

- We have a maximum capacity of ONLY 100 people (including adults and children)



# HIRE TERMS AND CONDITIONS

1. ONLY 100 people max (Adults and Children combined) during your party hire
2. We urge that all party hirers engage in appropriate hygiene. (hand sanitizers and disinfectant wipes are provided around the venue)
3. We strongly suggest that anyone displaying symptoms such as coughing, sneezing, runny nose, temperature is not allowed onto the premises.
4. All party hirers will need to comply and complete the Cleaning Checklist before vacating the premises.
5. The Willetton Playgroup Committee reserves the right to withhold additional charges (see above) from the bond should the premises not be left clean and tidy and with all furniture returned to its original position. Charges also apply for unnecessary call outs.
6. All bookings that are 3 days (or less) to date of hire will need to make payment via our online booking.
7. Bookings will only be CONFIRMED once payment has been made.



# WILLETTON PLAYGROUP PARTYHIRE CLEANING CHECKLIST

INSIDE		OUTSIDE	
<input type="checkbox"/>	Pick up all rubbish	<input type="checkbox"/>	Pack away all outdoor toys in the shed neatly
<input type="checkbox"/>	Vacuum floors & mop	<input type="checkbox"/>	Lock all premises doors
<input type="checkbox"/>	Wipe all tables/surfaces with disinfectant wipes	<input type="checkbox"/>	Switch off all internal lights (outdoor lights are automatic)
<input type="checkbox"/>	Return all furniture <u>moved</u> to its original place	<input type="checkbox"/>	Lock up Outdoor Shed and replace keys on key holder in kitchen
<input type="checkbox"/>	Return all toys to storage area	<input type="checkbox"/>	Sweep outside patio if required
<input type="checkbox"/>	Clean all toys used	<input type="checkbox"/>	Pick up all rubbish from lawn
<input type="checkbox"/>	Pack away all kitchen equipment and wipe surfaces (everything is washed and dried and kept away)	<p><b>*Please Don't Forget to Return Party Hire Keys to the Lockbox*</b>  <b><u>This section must be completed by all PARTYHIRE'S</u></b></p> <p>Date _____            Contact No. _____</p> <p>_____            Name and Signature</p>	
<input type="checkbox"/>	Put away all linen and tea towels used into the Dirty Laundry Bin located in the Toilets		
<input type="checkbox"/>	Empty fridge and the inside bins.  (If rubbish cannot fit into the green bins located in the front, you will be required to take it with you)		

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