



# Party Pack Request & Booking Form

Date of Request: ____ / ____ / ____	Request Pickup: ____ / ____ / ____
Date of Party/Event: ____ / ____ / ____	Request Return: ____ / ____ / ____

***Please note that unless prior arrangements are made:***

***Returns: Wednesday evening between 7pm-7.30pm; and Pickups: Wednesday evening between 7.30pm-8pm***

***All hire periods are for maximum of 1 week & hire fee payment due 7 days prior to pick up.***

Please print clearly in BLOCK LETTERS &  appropriate boxes.

**1. ARE YOU A CURRENT MEMBER?**  Yes  No

If Yes:

First Name:	Surname:
Member Number:	Tel (Mobile):

If Not a current member:

First Name:	Surname:	
Tel (Home):	Tel (Mobile):	
Address:	Suburb:	Postcode:
Email:		
Identification Details: [eg. Drivers' License, HCC, Medicare, etc; to be sighted and photocopied at Bayside Loy Library]		
ID Type:	Reference Number:	

## 2. NON MEMBER DECLARATION (N/A FOR EXISTING MEMBERS)

I agree to comply with Bayside Toy Library Inc. rules and to indemnify the Bayside Toy Library Inc., its members and committee, against all loss or liability, howsoever caused, arising from borrowing by, or through me, of any toys, games, or other items and agree to pay the Bayside Toy Library Inc. fines and fees as per the current schedule and as agreed by the committee.

Please tick if you do not wish to receive our monthly newsletter and special offers.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## 3. CASH REFUNDABLE DEPOSITS

Non-members are requested to provide a \$100 cash refundable deposit to ensure our items are well maintained and returned in good condition. In addition, all Party Pack bookings incur a \$50 cleaning bond to ensure all items are suitably clean for the next borrower upon return. Please bring cash on pickup and it will be refunded once items have been inspected upon return.

## 4. HIRE FEES

Members	Non - Members
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Hire Fee	Cash Refundable Deposit	Hire Fee	Non - member insurance fee	Cash Refundable Deposit
Minimum 4 items as priced below	\$50	Minimum 4 items as priced below	\$40	\$150

## 5. ITEMS REQUESTED

*[For additional details & photos please refer to website. There is no guarantee of items requested being available. Confirmation will be provided after request is received.]*

Item	Cost	# Avail	Total # requested	Total Cost	Collected?	Returned?
Circus Tent	\$5	1				
Tunnel	\$5	1				
Hoola Hoops (set of 6)	\$5	1				
Hi Hoppers (Set of 4)	\$5	1				
Egg & Spoon (Set of 6)	\$5	1				
Stepping Stones	\$5	1				
Ten Pin Bowling	\$5	1				
Sack Race (Set of 4)	\$5	1				
Twister	\$5	1				
Bag of Balls	\$5	1				
Totem Tennis	\$5	1				
Parachute	\$5	1				
Activity Bat & Ball Set	\$5	1				
Red Chairs (includes 6 Red Chairs)	\$10	8				
Trestle Table (White Adjustable Seats 6)	\$10	8				
Little Tikes Table	\$10	4				
Play Gym	\$10	1				
Balance Beams	\$10	1				
Slide	\$10	1				
Roo Rocker (Blue)	\$10	1				
Crocodile 3 Seater See Saw	\$10	1				
Basket Ball Hoop - Large (No Ball)	\$10	1				
PlayPen	\$10	2				
Step2 Slide	\$10	1				
Water Table	\$10	2				
Roller Coaster	\$15	3				
Balance Beam	\$15	1				
Soft Mats	\$15	1				
Ball Activity Playgym	\$15	1				
Large Play Gym	\$15	1				
Ball Pit	\$15	1				
Thomas Table	\$15	1				
Soft Shapes	\$15	1				
Soft Play	\$20	1				
Large Ball Pit	\$20	1				
Marquee	\$20	1				
		<b>TOTAL</b>				

## 5. QUOTATION & PAYMENT RECORD

Members		Non - Members	
Hire Fee	Cash Refundable Deposit	Hire Fee	Cash Refundable Deposit
	\$50		\$150
		insurance fee \$40	

Total				
Office Use Only:				
Payment Received	Amount: Cash/DD Date: Initials:	Amount: Cash Date: Initials:	Amount: Cash/DD Date: Initials:	Amount: Cash Date Initials:

## 6. PAYMENT METHODS

Hire fees are due 7 days prior to pick-up and cash refundable deposit at time of pick-up.  
Please include your **full name** in all Direct Debit transactions. EFTPOS is not available.

1. Cash – please only bring during opening hours
2. Direct Debit – A/C Name: Bayside Toy Library Inc; BSB: 633-000; Account Number: 158011718

**Please return this form and payment to**  
Bayside Toy Library during opening hours  
Wednesday 7pm – 9pm; Thursday, Friday & Saturday 9.30am – 11.30am  
212 Dendy Street, Brighton East 3187  
Postal Address: PO Box 2, Hampton 3188  
Mobile: 0447 985 221 ~ Email: [info@baysidetoylibrary.org.au](mailto:info@baysidetoylibrary.org.au)

Office Use Only:

Copy Provided to Borrower: Yes / No

MiBase Updated: Yes/No

Availability List Updated: Yes / No

**Non-Members:** Id Sighted: Yes/No

Copy of Id Taken: Yes/No

Party Pack Member ID: \_\_\_\_\_

# Party Pack Request & Booking Form



## BORROWER COPY

First Name:	Surname:
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Pick Up Date: Wednesday \_\_\_ / \_\_\_ / \_\_\_ Time: 7.30pm – 8pm @ 212 Dendy Street, Brighton East, 3187

Return Date: Wednesday \_\_\_ / \_\_\_ / \_\_\_ Time: 7pm – 7.30pm @ 212 Dendy Street, Brighton East 3187

### PAYMENT RECORD

	Hire Fee	Cash Refundable Deposit
Party Pack Total	\$	\$
Non-member fee	\$	\$
<b>Total</b>	<b>\$</b>	<b>\$</b>
<b>Amount Paid</b>	<b>\$</b>	<b>\$</b>
<b>Amount Outstanding</b>	<b>\$</b>	<b>\$</b>
<b>Due Date</b>	<i>Due 7 days prior to pick-up</i>	<i>Cash Deposit Due at time of pick-up</i>

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### CARE OF PARTY PACK AND STORAGE

- Although most party pack items can be used outdoors, constant exposure to the elements will cause deterioration. Please store all items inside or undercover when not in use.
- Ensure all items are assembled correctly, and that the equipment is safe for children's use.
- During your Party / Event – ENJOY & ensure that children are supervised at all times while using the equipment.
- Ensure all items are thoroughly cleaned before return to Bayside Toy Library. Items will be inspected upon return and the \$50 cleaning bond will be withheld if items are not thoroughly clean ready for the next borrower. This covers the cost of Bayside Toy Library staff cleaning the items and arranging delivery to the next borrower.

