

THE COMMUNITY PLACE - CHILDREN'S BIRTHDAY PARTY INFORMATION

Key collection, payment, blue cards etc. for hirers:

- Please make payments electronically once you have received your invoice. Once we have your payment your booking is confirmed.
- Cancellations - A refund **may** be considered with four weeks notice, however, there will be a booking fee of \$30 held back. Less than four weeks' notice no refund except for key deposit.
- **Key can be collected from our centre at Stafford at 9am on the Friday prior to your booking and returned on the Monday following your booking at the same time.**
- The person who picks up the key and is shown the alarm system must be the person who opens and closes for the event.
- Costs vary for numbers attending. Once you advise how many people you are inviting, we can quote a price. Quotes are for 3 hour period with \$40 charged per hour for extra time. Usually we book times from 9am to 12 noon and then 1 to 4 or 2 to 5pm.
- If you wish to use the centre during the middle of the day then you would book a double session where you get 6 hours for double the hire fee, the reason being that we can only then book one party on this day. There is a \$100 security deposit charge which is refunded on return of key, no loss or breakage and centre left clean and tidy.
- There is a BBQ available for hire at a cost \$10 and **you need to bring your own gas bottle.**
- The centre has 50 chairs and 28 larger tables.
- We have the main hall, kitchen, toilets and a large undercover area facing the playground. The key we give you will unlock the gates to the playground.
- **Please bring your own tea towels for drying dishes.**
- If you wish to hire a jumping castle or similar to put in the park, you must gain permission from Brisbane City Council.
- **Please advise us of your account name and number and BSB number for electronic refund.**
- **Rubbish** – if your rubbish overflows the 3 wheelie bins, then you will need to take the overflow with you to dispose of.

Children's Entertainment/Performers –

The Community Place highly recommends that you obtain copies of Blue Cards of all performers or entertainers that you may hire for your children's party.

The Blue Card system –

- Is a key prevention and monitoring system of people working with children and young people.
- Aims to minimize the risks of harm to children and young people receiving services which contribute to their wellbeing and development, and
- Is founded on the principle that all children have a fundamental right to be protected from harm.

We recommend that you ask for copies of Blue Cards and ensure that they are valid and within date.

Information on Blue Cards can be found at The Commission for Children, Young People and Child Guardian <http://www.ccypcg.qld.gov.au/bluecard> or you can phone free call 1800 688 275.