

POLICY AND CONDITIONS OF USE

HIRE OF KOOKABURRA RETREAT

* First step is to fill out a ‘Request to use Kookaburra Retreat for a Private Function’ form and give it/send it to the office (website/email below)
* Deposit/bond of $50 to be paid at time of booking. Cash to the office or EFT using description BOND23APR (date of booking)
* Hire fee of $20 to be paid prior to event. Cash to the office or EFT using description HIRE23APR (date of booking)
* It is your responsibility to ensure that the date and time you want is available prior to paying the fee and bond.
* Responsibilities:

1. Bins to be emptied into the big bin under carport
2. Tables wiped clean and extra ones put away if used
3. Rubbish to be picked up in the backyard (grass clear)
4. Washing up done and dishes put away
5. Floors swept/vacuumed/mopped.
6. Barbecue to be cleaned – if used
7. Eskies to be wiped clean and left open to dry – if used
8. Doors to be locked (arrangements to be made to return key or slide it back under the door).

* Kookaburra Retreat items to be replaced – if you moved furniture or any of the play equipment outside
* If using the crèche or toys from the shed:

1. Inside toys ONLY to be used inside
2. Toys to be cleaned as necessary and packed away as you found them
3. Shed to be packed up neatly and key returned
4. Sandpit cover to be replaced

* Please leave the venue as you found it