**Crèche Hire Form**

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| **Date of Hire** |  | **Time Required** | Sat:9.00am - 12.30pm2.00pm - 6.00pmSun:9.00am – 12.30pm2.00pm – 6.00pm |
| **Person responsible** |  |
| **Contact phone numbers****Email Address** |  |
| **Address** |  |
| **Alternative contact person** |  |
| **Phone number** |  |

**Terms and Conditions of Crèche hire are as follows:**

The key may be collected by 1pm on the Friday or one day prior to the event. The key must be returned to the Crèche no later than 2 days after the event. The alarm code will also be given to you at this time. Please do not disclose the code to your guests or a third party. If the key is not returned or the creche has not been returned as agreed, the person responsible (listed above) will be liable for a $100.00 replacement cost or forfeit the bond.

***Please respect our Creche. We love it here and the kids love it too.***

***Kindly***

* Supervise all children at all times inside and outside.
* Allow the children to enjoy the resources but please be mindful that all indoor resources and equipment stay inside. Outdoor resources and equipment are not brought indoors.
* Avoid breakage or damage. If it does occur, report it to Crèche Head Teacher or Administrator as soon as possible and be prepared to pay for repairs or replacements.
* No crèche equipment is to be taken off the premises and ensure all resources are put away in the correct places.
* Respect the neighbours privacy and enjoyment, Crèche premises need to be vacated by 9.30pm or later by prior agreement.
* Do not allow smoking (or any other burning substances e.g. incenses) in any part of the Crèche building or grounds.
* In the interest of privacy, the Crèche office and store room will be locked during the hired period.
* Please familiarise yourself with the procedures in the event of a civil defence emergency or fire, which are displayed on the Crèche noticeboard.

***Fire Evacuation Procedure:***

* Please make yourself familiar with the fire evacuation procedures displayed on the Crèche noticeboard and by the entrance door.
* If fire alarm sounds, evacuate the premises and call 111 immediately. You must evacuate the premises even if the fire alarm has been activated in the community centre hall next door. Please remain outside until the Fire Service has given permission to re-enter. Please inform the Crèche Head Teacher immediately (mobile numbers on keyring) if the fire alarm has been activated.

***Cleaning Options of the Crèche:***

Hire our crèche cleaner – Deluxe clean $50. (All cleaning below)

Hire our crèche cleaner – Standard clean $25 (Kitchen, Toilet clean, mopping, vacuuming)

***Cleaning Crèche yourself***

Please do not leave food at the Crèche. Empty out all 4 bins (adult’s toilet, kids’ toilet,

kitchen and main Crèche area). Place rubbish in Crèche green wheelibin outside or take

home with you

Please leave the Crèche clean and tidy. Cleaning equipment is kept in the cleaner’s

cupboard located in the adult toilet. The cupboard and toilet door must be kept locked

during the event, due to the chemicals, etc that are stored in the cupboard

Pack away all toys

The floor must be vacuumed and mopped. The carpet areas must be vacuumed.

The kitchen cleaned with spray and red cloth and left in a clean and tidy condition,

The toilets cleaned with disinfection spray from cleaning cupboard

Bathroom areas and hand basin wiped down with disinfection spray and left in a clean

and tidy condition

Tables wiped clean with green cloth

Chairs, tables and Creche furniture must be put back where they were

**When leaving please insure**

 Please turn off all lights, heaters, heat pump etc. that has been used

 Please leave the Crèche secure, windows closed and locked, stove and lights off,

 all doors locked and turn on the alarm.

Payment is by donation of $125.00 plus bond of $100.00 to be paid prior to event. (Bond will be returned after the event.)

 Payment can be made online to our account 03-0114-0255300-00 Ref: *Name of Person Responsible*

***Agreement:***

I agree to the above terms and conditions and will return the Crèche key to the Crèche Head Teacher by the agreed time and date.

I accept that the Crèche is not responsible for any injury caused while the premises are being leased.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Have a great party/celebration!**

**Creche Hireage Checklist.**

* **Remember to bring your own toilet rolls, paper towels and rubbish bags. The Creche does not supply these items**.
* Do not leave food at the Crèche. Place rubbish in Crèche wheelibin outside or take home with you.
* Report any breakages immediately to the Crèche Head Teacher
* Crèche premises need to be vacated by 9.30pm
* Smokefree environment in, out and areas surrounding the Creche. Do not allow smoking (or any other burning substances e.g. incenses) in any part of the Crèche building or grounds
* Securely lock all windows and doors, (including adult toilet door)
* Switch off stove, heating and all lights
* Please leave the Crèche clean and tidy. Cleaning equipment is kept in the cleaner’s cupboard. The cupboard must be kept locked during the event, due to the chemicals, etc. that are stored in the cupboard
* The floor must be vacuumed and mopped
* Carpet areas must be vacuumed
* The kitchen and toilets left in a clean and tidy condition
* Chairs, tables, Creche furniture, resources and equipment must be put back where they were
* Make sure all children have left the creche before finally turning the alarm on.

**Please remember there may be another party booked after your party. Allow plenty of time to clean up. We can recommend a cleaner to help after your party.**