



Birthday Party Booking Agreement

North Shore Trampoline Incorporated

At North Shore Events Centre

Silverfield, Wairau Valley, Auckland

northshoretrampoline@xtra.co.nz

094784411 / 0224784411

Name of Hirer _____

Contact Person (if different from Hirer) _____

Contact Address _____

Contact Phone

Day _____ Evening _____ Mobile _____

Date of Hire _____

Start / Finish times _____

Total number of children in party _____

Name and Age of birthday child _____

I/We agree to abide by the facility's terms and conditions of hire as attached to this agreement, and acknowledge that failure of any birthday party participant to follow these may result in the cancellation of my booking without refund. I/We also confirm that I/We are aware of the potential hazards associated with the use (or misuse) of the equipment and facility.

Signed: _____ (hirer)

Date: _____

Terms & Conditions Sighted _____

Total cost of Hire _____

Deposit paid to confirm booking _____

PLEASE NOTE: Your booking is only confirmed once payment of the deposit is received. Until this time we cannot guarantee your booking.

Signed on behalf of North Shore Trampoline _____

Date _____

Terms & Conditions of Hire

General

- A staff member must be present at all times during the birthday party.
 - A responsible adult must be present in the facility for the duration of the birthday party.
 - All facility rules are in effect throughout the birthday party (copies of rules available from office) and all participants must adhere to these rules and any other instructions given by facility personnel at all times.
 - Facility personnel reserve the right to determine unacceptable or unsafe behaviour of individual(s) while on the premises, with this right being to cancel a booking or request those individuals to leave without refund.
 - Although the supervising facility personnel will take all due care to keep party participants safe, the hirer shall agree to hold the facility fully harmless and indemnify it against any claims which may arise out of use of the above described property.
 - Vehicle movements / parking must not obstruct neighbouring businesses or local residents.
- Please note that there may be other users present in the facility at the same time as your birthday party booking.

Hire Fees

A non-refundable deposit of 25% of the hire fee is required to secure bookings. Once paid this will confirm your event. Your booking will remain tentative only, until such time as the deposit is paid.

- For events, the balance of the hire charge and bond must be paid in full seven days prior to the birthday party date, if not sooner, or as agreed with management.

Compliance

- The consumption of alcohol in the facility, is prohibited.
- The hirer must ensure that noise levels are not excessive – ie noise that can be heard from the boundaries of the site. Hire fees will not be refunded if the booking is terminated due to a noise complaint.

Cancellations

- The club reserves the right to charge a 50% cancellation fee for any cancellation within 7 days prior to the event, or full charge if cancellation within 3 days.
- Every effort will be made by the facility to avoid cancelling any confirmed reservation. However, in the event of an emergency, beyond the control of the facility, a confirmed reservation may be cancelled. Should an event be cancelled for this reason, it will be rescheduled at a convenient time for the group and the facility. If rescheduling cannot be done, a full refund will be given.

Health & Safety

- All exit ways must be kept clear and visible at all times.
- Socks must be worn at all times on trampolines and mats. No jewellery (including watches) may be worn on the trampolines or mats.
- No smoking in the facility.

Cleaning and Maintenance

- Please leave the party room in a clean and tidy state, with furniture returned to its original position (cleaning equipment is available if necessary)
- Consumption of food and drink is limited to designated areas only and prohibited on all equipment and safety mats. Strictly no chewing gum on premises.
- Please use the rubbish and recycling bins provided.
- Repair or replacement of any damage to the building or due to misuse of equipment will be at the hirers cost.

I/ We agree to these Terms and conditions

Signature _____ **Print Your Name** _____ **Dated** _____

Potential Hazard Identification for Users

Identified Hazard Potential Harm Controls Proposed

Front entrance way and floor areas in facility can get wet and slippery during wet weather, patron may slip and fall	Broken bones, concussion	During wet weather staff and/or user group rep to monitor if floors are becoming slippery and place out wet floor signs. If necessary, mop up or try to dry floors
Falls from equipment, unsafe use of equipment or other unavoidable accidental injury while using equipment	Broken bones, Bruising	Staff to ensure equipment is being used according to manufacturer guidelines. Users briefed on correct use of the equipment and monitored to ensure correct techniques are applied. Faulty equipment is isolated for repair or replacement. Regular checks and maintenance are completed by staff Appropriately qualified person supervising at all times.
Falls on Steep stairs	Broken bones, bruising	Staff/ users advise al groups to ascend/ descend stairs with care using hand rail.
Injuries to toes by trampoline mats	Grazes, nail damage, broken bones	All trampoline users were socks or appropriate trampoline shoes.
Falls from spectator area	Broken bones, and other injuries	All users refrain from leaning over balustrade or standing on chairs beside balustrade.