



# Private Hire Information

Imagination Kidz is available for **exclusive private hire** on any weeknight from 5:00pm and from 5:30pm on Saturday and Sunday nights.

We can cater for your food requirements, or you are welcome to BYO. Imagination Kidz is the perfect venue for any function involving children, with full exclusive use of our multipurpose centre

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## Hire Costs & Times

- **\$700** for 3 hours hire
- Additional time: **\$75 per extra 30 minutes.**
- Vacating time: **10 minutes after your function finishes.**

## Standard schedule:

- Set up: 5:00 – 5:30pm
  - Venue hire: 5:30 – 8:30pm
  - Cleaning & vacating: 8:30 – 9:00pm
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## Extra Charges

- Tables not returned to original position: **\$100**
- Venue not cleaned or vacuumed: **\$100**
- Damage to equipment: **\$3,000**
- Balloons popped/left on the floor or not taken home: **\$50**

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## Booking Details

- Available every night of the week from 5:30–8:30pm (weeknights from 5:00pm if required).
- A **\$100 non-refundable deposit** is required to secure your booking.
- Maximum **100 people**, including children.

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## Facilities & Services

### Sound System

- A speaker is available for you to connect your phone or radio.

### Food & Catering

- You may bring your own food.
- Kitchen facilities are not available for use, however:
  - A pie warmer and fridge for cakes are provided.
- Imagination Kidz can cater for your function with kids' party food and adult platters (see website for options).

### Drinks & Café

- Coffee and tea are available if requested at the time of booking (so staff can be rostered).
- Drinks, cake fridge, and sweets are available for purchase.
- The café menu is **not open**, unless food is pre-ordered.

### What you need to bring

- Plates, cups, cutlery, platters, napkins, sauces, etc.

### Not permitted in the center

- Glitter, sparklers, or party poppers
- Nuts or popcorn

### Staff on the night

- Staff are available to assist if required.
- Staff do not serve food to guests but will set up a designated food table where heated or prepared items can be placed.

**Cleaning**

- Guests are required to clean up at the end of the night.

## Private Venue Hire Imagination Kidz Acknowledgment Form

Full Name \_\_\_\_\_

Contact Number \_\_\_\_\_

Date and Time of Event \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ @ \_\_\_\_\_ AM/PM

I hereby acknowledge that I have read, understand, and will comply with the rules and conditions of private hire of the venue at Imagination Kidz Play Cafe.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date