



LITTLE TEAPOT CAFÉ & PLAY — VENUE HIRE AGREEMENT

This Venue Hire Agreement (“Agreement”) outlines the terms and conditions for hiring the Little Teapot Café & Play venue. By submitting a booking, paying the deposit, and agreeing online (electronic signature), the Hirer (“you”, “your”) accepts all terms set out below. “Little Teapot”, “we”, “us”, and “our” refer to Little Teapot Café & Play.

1. What Your Hire Includes

Your Venue Hire provides:

- Exclusive use of the entire Little Teapot venue for the **agreed hire period (2-hour function hire with 45 minutes prior for set-up and 30 minutes post-event clean-up)**
- All three children’s play areas
- Café seating, tables, highchairs, and amenities for up to **70 guests**
 - *Little Teapot Café & Play is not permitted to host more than 70 guests at any time*
 - *Please note that Little Teapot Cafe & Play comfortably fits 70 people spread across the indoor space and 2 outdoor spaces. All 70 can fit inside with standing room only. Approx 20-30 can be seated inside. There is undercover seating in both outside spaces to seat approx 20 (side race track) and approx 25 (back cubby area).*
- Access to the small kitchen for basic use, including **limited fridge space**
 - Domestic grade electric 900mm wide oven
 - Gas stove top
 - 2 microwaves
 - Stainless steel bench preparation space
 - 2 generous shelves available in the fridge
 - Commercial dishwasher
 - Generous sink
 - Chopping boards and cooking utensils
 - *Freezer space is not available*
 - Your guests are not permitted behind the front counter but may use the small kitchen with basic facilities as listed above.

- Standard post-event cleaning (see Section 7 for exceptions)
- Use of Little Teapot's sound system across three areas via Spotify. Little Teapot will play the cafe's current family friendly party playlist unless the Hirer requests another playlist via Spotify.
- A Little Teapot team member will be present and ready to greet you 45 minutes prior to the start of your event. Please note they will be setting up and preparing whilst you are also setting up, this will ensure they are ready to serve drinks at the start of the party.

If you have selected the Barista option your Venue Hire also includes:

- On-site staff for hot/cold drinks service (2 Teapot Team members will be required to serve drinks)
- Service of hot and cold drinks as per the '**Saturday function drinks menu**' in takeaway containers or as is from the fridge. This includes soft drinks and babychinos, milkshakes and juice boxes. You do not need to offer kids drinks as part of your drinks on offer, you can byo it is up to you.

Your Venue Hire **does not include**:

- Entry into the front service area with Coffee Machine and Display Fridge
- Use of crockery, glasses, or cutlery
- Use of a freezer
- Child minding

2. Confirmation & Payment Terms

- A booking is confirmed only once the required **deposit has been received**.
- The remaining balance must be paid **7 days prior to the event**.
- If payment is not received by the due date, Little Teapot may cancel the booking.
- If the 'Barista Option' is selected any additional drinks purchased over the minimum amount paid prior to the event is payable at the end of the function. Little Teapot staff will advise the Hirer when the minimum amount has been reached during the function.

3. Cancellations & Refunds

- **More than 6 weeks' notice:** 50% Deposit refundable, less a \$50 administration fee.
- **1 week to 6 weeks' notice:** 50% Deposit is non-refundable; any additional payments will be refunded.
- **Less than 7 days' notice:** No refunds will be issued.
- If Little Teapot must cancel due to unforeseen circumstances (e.g., safety concerns, emergencies, power outage), a full refund will be provided.

4. Use of Play Areas & Car Park

- Play areas are designed for children aged **1–4 years**.
- Children must be **actively supervised by a responsible adult at all times**.
- Any older children must also be cautiously supervised given the play equipment is designed for younger children.
- Little Teapot staff support safety but do not provide child-minding.
- The Hirer is responsible for ensuring children use equipment appropriately.

Little Teapot is not liable for injuries resulting from misuse of equipment or inadequate supervision.

- The Hirer is to ensure their guests park, where possible, in the Lifeway Christian Church car park located next to Little Teapot. All guests are to drive responsibly and supervise children at all times in the car park and as they make their way to the Venue.

5. Food & Catering

- Little Teapot does **not** provide food as part of the Venue Hire.
- Little Teapot will only provide drinks when the **Barista option** has been selected.
- All food (and drinks if “Venue Hire Only”) must be arranged through external caterers or be provided by the Hirer.
- Please see our **recommended list of local caterers** and contact them directly to organise catering and delivery. You may also provide your own catering.
- **All food (and drinks if “Venue Hire Only”) dietary requirements for your guests are the responsibility of the Hirer.**
- All dietary requirements of your invited guests will need to be catered for. Little Teapot will not take responsibility for the serving of any food.
- While we take care, we cannot guarantee an allergen-free kitchen for food preparation.

6. Decorations & Setup

Decorations are welcome, provided that:

- Nothing is attached to walls, windows, or fixtures using tape, pins, or adhesives
- Confetti, glitter, rice, and similar items are not used
- Balloons are weighted and removed at the end of the event
- No candles or open flames are used (except temporarily on the birthday cake)

All set-up and post-event clean-up must occur **within the agreed hire period (2-hour function hire with 45 minutes prior for set-up and 30 minutes post-event clean-up)**.

7. Cleaning & Damage

Standard cleaning is included. The Hirer must ensure:

- All tables, chairs, highchairs, and indoor/outdoor furniture are returned to their original positions
- Play areas are left tidy
- Small kitchen is left clean and tidy if it has been used to prepare food

Additional charges may apply if:

- Excessive mess is left (e.g., food on floors, craft materials, confetti, significantly untidy play areas)
- Damage occurs to furniture, play equipment, or property
- Rubbish is not placed in the provided bins

The Hirer agrees to cover the cost of repair or replacement for any damage caused by guests.

8. Behaviour, Safety Requirements and Pets

The Hirer is responsible for:

- Ensuring all guests behave respectfully toward staff, property, and the venue
- Preventing unsafe, disruptive, or inappropriate behaviour
- Ensuring no alcohol, illegal substances, or smoking occurs on the premises

Little Teapot reserves the right to end the event early if behaviour compromises safety or wellbeing.

Pets are not permitted inside the venue, with the exception of certified assistance dogs. Assistance dogs must remain under the handler's control at all times.

9. Liability

Little Teapot is not responsible for:

- Loss or damage to personal belongings
- Injuries resulting from lack of supervision
- Allergic reactions (when staff have not been advised of an allergy) relating to drinks provided under the Barista option
 - *This does not apply to food supplied or purchased by the Hirer*

The Hirer agrees to indemnify Little Teapot against claims arising from the event, except where caused by proven negligence of Little Teapot.

10. External Entertainers & Insurance Requirements

- If you choose to engage an external entertainer (such as a face painter, balloon artist, magician, or similar service), you must ensure they hold valid **Public Liability Insurance**. A Certificate of Currency must be provided to Little Teapot **no later than 7 days before your event**.
- Entertainers who do not provide the required insurance documentation **will not be permitted to operate inside the venue**. They are welcome to attend as guests, but they may not provide services, set up equipment, or conduct activities during the hire period.

Little Teapot does **not** permit:

- Jumping castles or inflatable structures
- Any animal related activities

11. Photography & Media

- You may take photos for personal use.
- Little Teapot may request permission to use event photos for marketing; this will only occur with your consent.

12. Acceptance of Terms

By signing online and booking your event you confirm that you have read, understood, and accepted all terms of this Venue Hire Agreement for Little Teapot Cafe & Play