




766 Sandringham Rd Ext, Mt Roskill  
[mtroskill.toylibrary@gmail.com](mailto:mtroskill.toylibrary@gmail.com) | Ph 09 629 3500  
 Opening Hours: Friday 10am – 12pm  
 Every 1<sup>st</sup> and 3<sup>rd</sup> Saturday of the month 9:30am-11am  
 MtRoskill ToyLibrary

## Rules of Party Hire

### About the Toy Library

Mt Roskill Multi Ethnic Community Toy Library is a community service run by volunteers, and established to provide good quality toys for children up to the age of 8 years.

### Who can hire toys?

Any parent/ guardian can hire. We will require a valid ID and proof of address (e.g. Current driver's license and power or telephone bill dated within the last 3 months).

### Collection & return times

Collection: Every Friday 10am – 4pm, or Every 1st and 3rd Saturday of the month 9:30am-11am

Return: Every Monday or Friday 10am – 4pm

Please note, we are closed during the public holidays, and any exception closing days will be advised.

### Party Hire Fee and Bond

There is a \$2 admin fee and \$200 Bond. The bond will be refunded<sup>1</sup> when the toys are returned and relevant fees are paid. We operate on a cash only basis at the library. Please bring sufficient cash. Your booking is secured only after we received the admin fee and bond. Cancellation of pre-booked items is required five working days prior to the issue date, otherwise \$10 booking fee will be deducted from the bond.

	Hire fee per weekend (Fri – Mon)	Hire fee per week (Fri – Fri)
<b>Gold star toy</b> ( any toy ≥ \$170)	\$7	\$10
<b>Silver Star toy</b> ( any toy between \$70-\$ 170)	\$3	\$4
<b>Blue Star toy</b> ( any toy < \$70)	\$1.5	\$2
<b>Green Star toy</b> (Donated toy)	\$0.5	\$1
<b>Kids Foldable Table</b> (H 50 x W 61 x L 122cm)	\$10	\$15
<b>Kids Plastic Stackable Arm Chair</b> (blue/ orange)	\$0.5	\$1

### How many toys can be borrowed?


You may borrow up to 5 toys, no more than 3 gold star toys. Currently we have 3 kids' tables, 13 blue and 13 orange kids' chairs in stock, you may borrow as many as tables and chairs that available at the time.

### Checking Toys

When you are in the library please be aware that each toy is packed and checked in its own bags or boxes. It would be appreciated that you keep each toy in this condition. You are responsible to check toys' condition and completeness at the time of borrowing. If any piece is missing or damaged please speak to the person on duty or librarian immediately.

<sup>1</sup> Less monies owed to the Toy Library (e.g. fines, part replacements, etc)



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## Overdue toys

Overdue toys will incur a fine.

<b>Toy</b>	<b>Overdue fee</b>
<b>Gold star</b> ( any toy $\geq$ \$170)	<b>\$3/ day</b>
<b>Blue Star</b> ( any toy between \$70-\$ 170)	<b>\$1/day</b>
<b>Silver Star</b> ( any toy < \$70)	<b>\$0.50/ day</b>
<b>Green Star</b> (Donated toy)	<b>\$0.20/day</b>
<b>Kids Foldable Table</b> (H 50 x W 61 x L 122cm)	<b>\$4/day</b>
<b>Kids Stackable Arm Chairs</b>	<b>\$0.20/day</b>

## Dirty toys

We want our children to play with clean and tidy toys. Kindly please return them in the condition you would like to receive them. Unfortunately, if you attempt to return any dirty toy, we will ask you to clean it first.

## Loss and/or damage


Please notify us of missing or broken parts when you return the toys.

- **Broken parts:** Replacement/repair fee will vary depending on the part(s). However it will be at least \$5 for each broken part. (Do not repair broken toys. Each toy is assessed for its suitability and has to comply with safety standards. The fee will still be charged for repaired pieces.) If the damage is unrepairable and such that the toy is unable to be rented out again, we will offer you the option to purchase the toy.
- **Lost Parts:** A fine of \$5 per missing piece of a toy will be charged. If a piece is subsequently found and returned, a refund of \$3 will be given. If a missing piece has not been found within one week a decision will be made by the Toy Library committee as to whether there will be an additional charge for replacement of the missing piece. If the lost part cause the toy is unable to rent out again, we will offer you the option to purchase the toy.

Please tell us if you have any suggestions, queries or concerns.

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**PRIVACY ACT:** I understand that my details will be added to the toy library database and used only for toy library.

**LIABILITY CLAUSE:** I hereby assume complete and full responsibility for any and all injuries to any person or person, which results in whole or in part from using the toys I have borrowed from this library. I also assume complete and full responsibility for toys while in our custody and control. I hereby release the Mt Roskill Multi Ethnic Community Toy Library from all responsibility for any injuries so sustained outside the library premises.

I acknowledge that the Mt Roskill Multi Ethnic Community Toy Library reserves the right to visit our home to reclaim overdue toys. I also agree to cooperate with the toy library in recovering toys that are not returned.

**RESPONSIBILITY CLAUSE:** I understand that all toys and equipment borrowed from the toy library remains the property of the toy library at all times. I undertake full responsibility for any items borrowed and commit to return all items on time and in the same condition they were hired; this means items must be cleaned before return, breakages must be reported, and the cost of repair may be charged, and lost items will be charged at full replacement.

**RULES OF PARTY HIRE:** I acknowledge that I have read and understand the Rules of party hire, and agree to abide by these and any other notified rules.

**Full name:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Address:** \_\_\_\_\_


**SIGNED (BORROWER)** \_\_\_\_\_ **DATE** \_\_\_\_\_

**ON BEHALF OF TOY LIBRARY** \_\_\_\_\_ **DATE** \_\_\_\_\_

This information will be used for the purpose of the Mt Roskill Multi Ethnic Community Toy Library database and programs.

<b>For staff to fill out</b>	Reference No: _____
Bond Paid: _____	Issue Date: _____
Bond release amount & date: _____	Due Date: _____



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## Party Hire FAQ

### Differences between Party hire and annual member

Party hire	Annual membership
For short-time celebration purpose	For long-term family use purpose
\$2 admin fee	\$10 membership fee for 12 months
\$200 bond	\$100 bond
Borrow up to 5 toys (≤3 gold star toys)	Borrow up to 3 toys (≤1 gold star toy)
Toys are not renewable	Most toys are renewable
Hire rate base on per weekend , or per week	Hire rate base on fortnightly

### Party Hire fee Verses Normal fee

You may notice that the Party Hire fee may be more in price compared to the annual member Hire fee. It is because of the purpose and number of players are different. In addition, Party hire will incur more depreciation for the toys. Hence the hire fee difference.

### What kind of toys do you have?

Please check out catalogue at <http://tinyurl.com/MRTLcatalogue>

### How can I reserve toys?

Your booking is secured only after we received the \$2 admin fee and \$200 bond. We place toys reservation on first come first serve basis. Cancellation of pre-booked items is required five working days prior to the issue date, otherwise \$10 booking fee will be deducted from the bond.

### Do you deliver or pickup?

No, sorry we don't provide this service.

### Do you help with toy setup?

No. Most of toys are easy to assemble or already assembled. Toys that require assemble usually come with instructions.

### If I am a current annual member, what happen if I would like to hire toys for party?

For our current annual member, \$2 admin fee and \$200 bond will be waived. However any toy on top of the quota for annual member will be charged at party hire rate. Cancellation of pre-booked items is required five working days prior to the issue date, otherwise \$10 booking fee will be occurred.

### How do I Pay?

Cash payment is preferred. Or direct bank transfer into bank account of *Migrant Action Trust* 12 - 3077 - 0509589 - 00 with reference of "party", and inform us the payer account name once you make the payment. We will clear it as soon. (Please note, for bank transferred bond: if the toys are returned before 12<sup>th</sup> of the month, the bond will be refunded on 20<sup>th</sup> of the same month; if the toys are returned after 12<sup>th</sup> of the month, the bond will be refunded on 20<sup>th</sup> of the next month)