



Hiring the Playground

The **Playground** in Parkview International Pre-School is attached to the rear of the school. It is generally divided into open and covered portions and dimensions in such way that it allows for facilities such as sand pit, and slides to be placed on one side, leaving a spacious spot for other activities and functions. PIPS has decided to share this spacious, open and yet private area of the school with others by renting it for birthday parties outside normal school hours.

Charges & Terms & Booking

- Charge: \$1,000/hour + \$800 cleaning fee. Minimum hours for booking: 3 hours
- Booking hours: Sat and Sun: 10:00am - 4:00pm
- 1 month advanced notice is required for booking
- Deposit: 50% of the total rental upon confirmation
- Cancellation charge: 50% of the rental if cancellation is received less than 1 week prior to the booking date
- Charges must be paid in full 1 week in advance
- There is no refund due to bad weather or no show (except for black storm or Typhoon No. 8 and above is up). However, with certain circumstances, another date can be re-scheduled.
- Furniture provided at no charge
 - 2 x table (size 31.5" x 59.5")
 - 2 long benches for sitting
 - Purified water and stand is available free of charge; must bring own disposable cups
 - 3 - 4 child-size tables are available upon request
 - Child-size chairs are available upon request
- Booking: Complete the Playground Booking Form and submit it to PIPS

Rules

1. The **Playground** is available for hiring by the parents of current students.
2. Access is restricted to the **Playground** and the toilet facilities. The hirer and his/her guests are restricted from accessing other areas except the necessary passage leading to the **Playground**. Signage will be there to direct the path. The door on the 2nd floor of the school will not be opened.
3. Free parking is available at the designated Parkview car park. PIPS' duty-in-charge will validate the parking ticket upon presentation.
4. PIPS has a strict 'no smoking' and 'no nut' policy.
5. The hirer should bring his/her own food, drinks and utensils. Only non-alcoholic drinks are to be brought into the school premises. Cooking/re-heating facilities are not available and not allowed.
6. The hirer is required to tidy up, putting litter in garbage bags before leaving.
7. The school does not accept advanced storage of items for the party. They have to be delivered and removed within the booking period.
8. No markings are allowed to be made on the ground of the **Playground** or anywhere within the school premises.
9. To be considerate to the local residents living above the **Playground**, please keep noise to a reasonable level.
10. PIPS will not be responsible for loss or damage of items brought to the party and injury from use of the facilities in the school.
11. PIPS reserves the right to impose additional charges for any damage/loss or breach of rules.
12. The hirer should observe the guidance as directed by the duty-in-charge or by PIPS Management through the duty-in-charge.



Parkview International Pre-School

Booking of Playground

Name of Applicant Mr/Mrs/Ms* _____

Name of Student _____ Class _____

Contact Telephone No. of Applicant _____

Booking Date _____

Booking Hours: From _____ am/pm To _____ am/pm

Total Cost: _____

Signature of Applicant

Date

Declaration :

I, the applicant, agree to the terms and rules as stipulated in the **Hiring the Playground** document.

* Please delete as appropriate

For Office Use

To : _____

Date : _____

Your booking of the Playground on _____ from _____ to _____ is approved.

Please send us a deposit which amounts to 50% of the total rental by _____.
(Cheques are made payable to PIPS.)

Your booking of the Playground on _____ from _____ to _____ is not approved because of _____.