

PARRAMATTA CITY COUNCIL ACTIVITIES FOR CHILDREN & YOUTH

Parramatta City Council provides fun and educational activities for children and youth throughout the school holidays. These programs are organised by the Open Space and Recreation Unit, unless otherwise specified. **If you would like further information on any of these activities please contact Council on 9806 5050.**

HOW TO ENROL

DO I NEED TO BOOK?

Yes, bookings are required for all activities with the exception of Free Movies, unless otherwise stated. Most activities have a limited number of places available. Bookings will only be received on an official enrolment form and places are allocated according to the order they are received.

HOW DO I BOOK?

STEP ONE

Complete an enrolment form overleaf. Please use one form for each activity. If you need more enrolment forms, you can photocopy a blank form or contact Council on 9806 5050 to have extra copies sent to you. Please ensure all details are completed and correct and that the form is signed and dated.

STEP TWO

Submit your **form and payment** by either mail (cheque, money order, credit card) or in person (cash, cheque, money order, credit card, EFTPOS) to 30 Darcy St, Parramatta between Monday - Friday 8.30am - 4.30pm or Saturday 9.00am - 12.30pm at Parramatta City Library. Bookings are not confirmed until full payment has been received, and availability for activity is confirmed. Bookings can not be made over the phone. Enquires are welcome, although places can not be reserved.

STEP THREE

Ensure that you check the details on your receipt are correct for the activity for which you have enrolled. Keep your receipt in a safe place, as you will need to bring the receipt with you when you attend each activity.

WHAT HAPPENS IF I NEED TO CANCEL OR CHANGE MY BOOKING?

If you need to cancel or change your booking, please advise Council in writing (at the address below) no less than 7 days prior to the event, and a refund will be issued. If less than 7 days notice is given, no refund under any circumstances will be available.

ARE THERE ANY CIRCUMSTANCES UNDER WHICH AN ACTIVITY MAY BE CANCELLED?

Yes. Activities may be cancelled if insufficient enrolments are received or in the case of poor weather. If an activity has been cancelled, participants will be notified, and a refund will be issued. Council will contact individuals to inform them of cancellation. Please ensure contact details are correct on the enrolment form for this purpose.

Parramatta City Council
30 Darcy Street, Parramatta NSW 2150
Telephone: 9806 5050

Open Space & Recreation Unit
PO Box 32, Parramatta NSW 2124
Facsimile: 9806 5953

www.parracity.nsw.gov.au

recreation@parracity.nsw.gov.au

ENROLMENT FORM

PARRAMATTA CITY COUNCIL - ACTIVITIES FOR CHILDREN & YOUTH

Activity Name _____

Date _____ Time _____ Venue _____

PARTICIPANT'S FIRST AND LAST NAME

AGE

MALE/FEMALE

Participant 1 _____

Participant 2 _____

Participant 3 _____

Participant 4 _____

PARENT / GUARDIAN INFORMATION

First Name _____ Surname _____

Address _____

Postcode _____

Email Address _____

Home Phone _____ Work Phone _____ Mobile _____

ALTERNATE CONTACT

First Name _____ Surname _____

Home Phone _____ Work Phone _____ Mobile _____

PAYMENT METHOD (PLEASE TICK ONE)

cash cheque money order EFTPOS credit card

Amount Payable \$ _____

PAYEE NAME: _____

PAYEE ADDRESS: _____

PAYMENT BY CREDIT CARD: Please charge my: Visa MasterCard Bankcard

Card No. / / expiry date __ / __

Name of Cardholder (please print) _____

Cardholder's Signature _____

MEDICAL INFORMATION / SPECIAL NEEDS (IF APPLICABLE)

Please state if any of the participants mentioned above suffers from any special needs, illness, disability, allergies or special needs that need to be taken into consideration (if insufficient space please attach information) _____

HOW DID YOU FIND OUT ABOUT COUNCILS SCHOOL HOLIDAY ACTIVITIES:

Letter in mail Friend Radio School flier Internet Library Newspaper

I have read, understood and agree to abide by the terms outlined in the activities. I consent to the participant's photograph, name, age and suburb being used for publicity purposes by Parramatta City Council should this be required. I consent to the participant being mailed future promotional material on council holiday programs and recreation events if required.

Any personal information provided by you on this form will be used by Council or its agents to process this application. The provision of this information is voluntary, however, if you do not provide the information, Council will be unable to process your application. Once collected by Council, the information can be accessed by you and may also be available to 3rd parties in accordance with Council's Access to Information Policy.

I will not hold Parramatta City Council responsible for any accident, loss or injury suffered by myself and/or dependants during the course of the activity/activities. I understand that if at any time the activity supervisor considers that medical or hospital treatment is required, I consent to this being obtained at my own expense.

Name of Parent/Guardian (please print) _____ Date _____

Signature of Parent/Guardian _____

Office Use:	Date _____	Receipt No. _____	RC CODE	666
	Officer _____	Amount received _____		