



## Community Wing Party Booking Confirmation

**Thank you for choosing the Castle View Community & Fitness Centre as the venue for your child's Birthday Party. Please read the information below carefully and sign your party booking form once you have done so.**

### Bouncy Castle / Disco Parties

You may arrive 15 minutes prior to your party starting to allow for food/decoration set up. There will be staff available to help you if required, and discuss with you any requirements you have for the party. The bouncy castle and music will be switched on at the time your party is booked to start. At the end of your party there will be a 15-minute time allowance for your party to leave. We ask that all rubbish can be picked up and deposited in the bins or refuse sacks provided and the centre staff will dispose of this for you. Here are some simple rules to make the party a happy and enjoyable time for all:

- Please ensure that guests **DO NOT** take food or drink onto the lower floor area or the bouncy castle
- Whilst on the bouncy castle there should be;
  - x No eating or drinking
  - x No persons over 8 years of age
  - x No jewellery worn
  - x No climbing up or over the bouncy castle walls
  - x Socks must be worn.
- Please ensure guests **DO NOT** play or climb on the disabled ramp area
- There should be a maximum of 40 guests in the Community Wing
- No children are allowed in the kitchen area
- Any hot food must be pre-cooked and not brought into the building in any device designed to keep the food hot
- Centre staff in parties are there to supervise activities and not to lead any party games etc. If, however, you would like assistance in running games (e.g. pausing music etc.) please speak to the member of staff on duty.

The balance for parties **must** be paid, in full, 4 weeks after booking. Parties booked with less than 4 weeks until the date of the party **must** pay the full amount within 7 days. Should this not happen your booking **will** be cancelled. Party deposits are non-refundable.

The balance for your party is £\_\_\_\_\_ which must be paid by \_\_\_\_\_.

### Other Information

The Castle View Community & Fitness Centre and Castle View Enterprise Academy are **NON-SMOKING** premises. Anyone wishing to smoke **MUST** leave the building and car park area altogether.

**NO ALCOHOL** is permitted. Anyone found to be drinking alcohol or under the influence of alcohol will be asked to leave the premises immediately.

*At the centre we aim to provide the best possible standards in customer satisfaction and each party or any other activities taking place within the centre has a right to expect a high standard from our staff. We therefore request that all customers who make a booking with us accept liability for any damage that may occur during your booking. This means that should there be any damage or vandalism in the centre during your usage, you will accept full responsibility and by signing the declaration you will therefore agree to pay for any repairs as appropriate. We sincerely hope that this situation will not arise and would like to thank you for your cooperation in this matter.*