
Roller Disco 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.

Roller 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 during the party. The music and disco lights 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 if all rubbish can be picked up and placed 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 do not take food or drink onto the main floor of the Sports Hall.
- Any hot food must be pre-cooked and not brought into the building in any device designed to keep the food hot.
- Please do not put on your roller boots until you are inside the Sports Hall.
- Please do not leave the Sports Hall whilst wearing roller boots.
- Socks *must* be worn with the roller boots hired from the centre.
- Children under the age of 10 *must* be supervised at all times whilst wearing roller boots
- 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
- Elbow and knee protectors are available for children while they are wearing roller boots. For safety it is highly recommended that these are worn.

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. Deposits for parties are non-refundable.

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

Please Note: The price of the Roller Disco Party includes the use of the Sports Hall and hire of roller boots for up to 30 guests; you will be charged an extra amount for each additional guest after this. Please also be advised that there are a limited number of skates in each size.

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.

Castle View Community and Fitness Centre is committed to safeguarding and promoting the welfare of children and young people.

We expect all staff, visitors and volunteers to share this commitment.