



SHENE SPORT & FITNESS CENTRE

PARTY BOOKING AGREEMENT FORM

REGULATIONS & CONDITIONS OF HIRE FOR PARTY BOOKINGS

1. PAYMENT

- Payments made at the time of booking can only be for the full amount. Unless under special circumstances, no refund can be offered for parties cancelled within **two weeks** of the date of the booking. **All refunds will incur a 10% administration fee.**

2. PARTY ROOM AND FACILITIES

- For safety reasons please note the maximum numbers that are allowed for a party. Numbers should not exceed those advertised. Children may be turned away if the number is greater than that originally stated at the time of booking.
- The facility will only be available 5 minutes before the start of the party.
- The chairs and tables in the party rooms may be rearranged to best suit you, however, it is important that all tables and chairs are left as originally found.
- For dance studio parties **no food and drink** should be consumed on the play area or Bouncy Castle and children should remove their shoes for the entirety of the party.
- Please **do not stick** anything on the dance studio mirrors and remember smoking is forbidden on the Sport & Fitness Centre site.
- **No alcohol** is permitted at the Sport & Fitness Centre.
- No roller-skates, scooters or skateboards are allowed in the Fitness Centre.
- A £10 cleaning deposit will be taken upon arrival. This will be returned to you providing that the party room is returned to its original state after your party has finished.
- Cleaning equipment is provided **for you to clean up** after yourselves. You **MUST clear everything up** afterwards, including **bagging up your rubbish**.
- You should only use the facilities booked. Please do not allow any children to play on the school's grass field or in the Fitness Suite.
- All bookings include any necessary setting up time of equipment.
- The facility must be vacated by your party no more than 5 minutes after the end time of the party booking.
- Do not leave presents and valuables in any unattended Halls or Party Rooms. The Council does not accept responsibility for loss or theft. If you require your room to be locked please ask a Duty Manager.

3. ADDITIONAL TERMS FOR SPORTS HALL PARTIES

- For Sports Hall Parties the **last 30 minutes** of the party will be reserved for party food in the canteen area. During this time staff will leave parents to supervise the party.
- One member of staff will supervise the children during the party.
- No food or drinks are permitted in the sports Hall.
- The Canteen has no catering facilities, including no access to water, there are sockets available for you to use for music etc.

Thank you for your co-operation.



I have read the above and sign to indicate my agreement of the booking regulations and conditions of hire:

Print Name: _____ Party Time & Date: _____

Signature: _____ Date: _____

Address: _____

Tel: _____ E-Mail: _____