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## Terms and conditions for children's parties

### 1 General

- 1.1 Maximum capacity numbers for each party are 30 children up to age of 12.
- 1.2 These terms and conditions do not relate to external entertainment arrangements ie hired bouncy castles or entertainers. These organisations will have their own terms, conditions and payment process and are a separate contractual agreement.
- 1.3 The hirer shall not use anything other than poster tape for fixing decorations.
- 1.4 The booking is not transferable, and the hirer may not sub-let.

### 2 Making a booking

- 2.1 Fill in a party booking form and email to [bookings@isledon.co.uk](mailto:bookings@isledon.co.uk) or call 020 3727 0983. By submitting this form you are agreeing to these term and conditions.
- 2.2 Booking periods are between 9am-8pm and are for a minimum of three hours. Bookings times will include set-up and set-down which needs to be done by the hirer. All materials should be removed and children should be collected by the end of the booking period.
- 2.3 You will be advised by email of the total costs of the party on the submission of your party booking form. All costs quoted include VAT. You must confirm by the date as advised in the email.
- 2.4 A PayByLink request will then be sent. The provisional booking will only stand for the number of days as indicated on the PayByLink request. The booking is only confirmed once the full cost of the room hire has been paid. Failure to pay by this date will result in the booking being cancelled.
- 2.5 An additional fee is payable if facilities are retained by the hirer after the booking period has expired.

### 3 Catering

- 3.1 You must arrange for your own catering. This includes food, crockery, cutlery, serving utensils and glasses.
- 3.2 We have a kitchen, and you can have use of the kettle, hob, microwave, oven and fridge freezer.
- 3.3 The kitchen must be left clean as found.
- 3.4 Please note that the kitchen is on a different floor to the activity areas and there is no internal disabled access between the two.
- 3.5 Hirers can bring beer, wine or champagne on to the premises but no spirits or other strong alcoholic drinks.

### 4 Cancelling a booking

- 4.1 If the hirer has to cancel, then this must be done via email. If the hirer cancels more than a week in advance of the party the room hire will be returned minus an administration fee of £24.
- 4.2 If the hirer cancels less than a week before the event the hirer will forfeit the room hire.

- 4.3 Isledon Arts reserves the right to cancel bookings at any time for circumstances that may arise that are beyond our control and/or would endanger clients, users, staff or anyone within the premises. While Isledon Arts will give as much notice as possible we cannot be held responsible for any loss incurred from such cancellations.
- 4.4 Isledon Arts reserve the right to close or prohibit the use of any facilities at its discretion, for example
- if the booking is not in accordance with the use indicated at the time of booking
  - on any grounds of health and safety
  - if there is a breach of these Terms and Conditions
- 4.5 Isledon Arts will not be liable for any expenditure incurred, or loss sustained, directly or indirectly by the hirer arising from a cancellation of this nature.

## 5 Supervision and security

- 5.1 Rose Bowl always has at least one first aid qualified member of staff on duty. All our staff are DBS checked.
- 5.2 Any children under the age of eight years old should have an accompanying adult with them on a ratio of one adult to four children.
- 5.3 Isledon Arts cannot accept under any circumstances accept responsibility or liability in respect of any property left on the premises by the hirer or any other person. Lost property will normally be kept in the office for one month.

## 6 Health and Safety

- 6.1 The hirer will, in liaison with the duty manager, ensure that all parents helping with supervision maintain adequate standards of health and safety throughout the booking and will be aware of the buildings fire and evacuation procedures.
- 6.2 All electrical items brought into the building by the hirer must have been subjected to Portable Appliance Testing. Any found to be without a PAT test label will have to be removed immediately. We have portable speakers available for use.
- 6.3 The hirer shall not interfere with any part of the premises or equipment.
- 6.4 The hirer agrees to pay the cost of repairing or making good any loss or damage that arises during the party.
- 6.5 Tea lights, sparklers and incense are not permitted. Candles are only permitted as part of the birthday cake.
- 6.6 Isledon Arts reserve the right to refuse entry to any person at any time and remove any person from the premises or its immediate surrounds.