

Guidelines for Parties at Loanhead Community Learning Centre

PARTY DETAILS: NAME

(DATE)..... (TIME).....

When you book a party at the Centre you can expect the following service from us:-

- Use of rooms Café area/large hall
- Bouncy Castle
- Music either disco or small CD Player (depending on age of party goers)
- We can provide food at a cost of £7.50 per head (minimum number 20), PTO
- Use of kitchen facilities to prepare food
- Member of Centre staff on duty
- A safe and secure environment for children to play indoors and outdoor play area
- Optional: A professional face painter is available. price per child's face on request.

We only ask the following of you when in the Centre: -

There is a maximum number for parties and these are all dependant on age:
For our small customers (age 1- 12) we ask for no more than 50.
For our older customers, (12 upwards) if there is no bouncy castle being used and dependant upon space we ask for no more than 100.

When the bouncy castle is being used an adult must supervise use at all times and the Centre can not be held liable for any accidents/damage caused to person/s. Public Liability is only applicable during your official let time. You use the bouncy castle entirely at your own discretion. All Health and Safety policies are adhered to and a copy of our policy will be made available on request. Please familiarise yourself of the height restrictions on the side of the bouncy castle before use.

Please can you remove all your rubbish, 2 black bin bags will be provided by the Centre for your use.

If you move/alter the seating arrangements in the café, please can you return to their original positions prior to leaving the Centre.

Please note entry to Centre is strictly 15 minutes before start of let. Premises should be vacated 15 minutes after let time as late exits will incur a charge of £10 every 15 minutes.

To make a booking and check availability please complete the section below and return it to the Centre with a £10 deposit. We charge a total of £70 for a two hour party £35 per hour thereafter. The remaining payment is due seven days before party, please note that your party will be automatically cancelled if final payment is not received.

I HAVE READ AND ACCEPTED PARTY GUIDELINE CONDITIONS

CLIENT **DATE**

NAME:

ADDRESS:

.....

TEL NO:

DATE OF PARTY: **TIME:**

Party Food

Loanhead Community Learning Centre can provide health option party food when booking birthday parties.

A buffet style menu to include the following:-

*Sandwiches – Ham, (veg option cheese),
egg and/or tuna mayo*

Salad with carrot sticks platter

Sausage Rolls (veg option quiches)

Pizzas

Crisps

Fresh Fruit platter in season

Juice orange/blackcurrant

£7.50 per head, minimum number of 20 is required.

The booking fee of the Centre is included in the above price.

Please state when vegetable option required.