

Party Terms and Conditions

Please read the following carefully before commencing your booking.

1.0 Administration terms

- 1.1 Bookings are made in timeslots. You will get 1hr 15 minutes of play and 45 minutes for food. *inflatables will be turned off when time for food.
- 1.2 This includes set up time. If you require any further set up time, then we must have this information in writing prior to your deposit payment. We cannot guarantee that you will be given more time than your party slot.
- 1.3 A £100 deposit is required to secure any date for a party booking and it is nonrefundable.
- 1.4 You will also need to sign the inflatable party hire agreement if applicable.
- 1.5 Your booking date cannot be reserved without a deposit.
- 1.6 The remaining balance is due ONE WEEK before the event date.
- 1.7 If the remaining balance is not paid in this time frame The Clanfield Centre hold all rights to cancel your event.
- 1.8 Payments must be made in the Centre by cash, credit or debit card. We are unable to take over the phone bookings.
- 1.9 Should you cancel your event within 14 days of the date, full payment will be due.
- 1.10 In case of sickness, we will endeavor to move your event or issue full refund minus deposit as long as doctors note is provided.
- 1.11 The party coordinator will require a minimum of 14 day's notice for any changes to your party including catering requirements. We regret that we will not be able to accommodate changes after this period.

2.0 General party rules

- 2.1 All customers must adhere to The Clanfield Centre rules which are displayed throughout the premises.
- 2.2 Under no circumstances can The Clanfield Centre have outside vendors and/or companies within the centre to provide party equipment.
- 2.3 Please ensure all attendees know the times of the booking as we are unable to give you an extension of booking time on the day.

- 2.4 The use of confetti is prohibited and therefore we hold the rights to charge for any undue mess and leftover decorations.
- 2.5 The hirer is responsible for any waste created during the party, and therefore it is down to the hirer to dispose of it.
- 2.6 The hirer will need to ensure they have contact details of all parents/guardians of the children attending on the day in the case of an emergency.
- 2.7 The Clanfield Centre will not accept any liability for loss, damage or theft of any items.
- 2.8 Risk assessments have been done and put in place to ensure your health and safety. Users will undertake activities at their own risks and no responsibility will be taken or accepted for any accidents or injuries whilst at The Clanfield Centre.
- 2.9 Parents/guardians are responsible for supervising the children at all times. We accept no liability for supervising your children.
- 2.10 Alcohol is not permitted at any children's party.
- 2.11 Whilst we try to ensure we cater for all allergen requirements we cannot guarantee all traces of allergens are kept separately as all food is prepared in one kitchen. Therefore, we do not take any responsibility or liability when it comes to these matters.
- 2.12 As a charity your safety is of paramount importance to us however we are not bound by law to have a first aider on site therefore cannot guarantee there will be one present.

I HEREBY AGREE TO ABIDE AND ADHERE TO ALL CONDITIONS STATED ABOVE

Sign _____

Print name in full _____