

# Children's party's

## Guidelines Birchwood Boiler House Community Hall

Time to celebrate and planning, here's how we can help you plan.

Read all our documentation,  
Don't book next to another booking, leave at least two hours, our volunteers have to check o and ensure that clearing up is carried out before and afterwards by whom ever is there. So account for that time required.

A £20 deposit is required on the day, refundable, providing you leave our facility clean, free of Rubbish and decorations etc, with all furniture replaced.(Payment must be made upon receipt of our invoice.)

This includes toilets, kitchen and other communal areas which you have used.

### **Ensure your times include setting up, (bouncy castle etc) and leaving.**

Ask your entertainment provider to come at the times you have booked, ensure they site any inflatable on a mat and that you are **covered by their insurance. Do not block fire escapes.**

We do not allow fog/smoke machines, glitter or bubble machines (setting of alarms will incur a charge of £25) and there are safety issues & slip hazards also.

Please mop the floors when spillage occurs using the equipment provided.  
We do not provide cutlery, plates etc, where possible only use bio degradable products.

**Our hourly rate £10.00, Other charges will apply for bookings after 6pm...see charges page.**

Always ensure children are supervised and accounted for, keep doors closed to restrict access to kitchen and assist when they need to use toilets.

We have a comment & accident book, please record issues.

21/01/2024