

BIRTHDAY PARTY BOOKING FORM

HIRE AGREEMENT FOR _____ COMMUNITY CENTRE

It shall be the responsibility of the Hirer (Customer) in so far as is reasonably practicable, to ensure the safety of users. The Hirer must convey the information contained in this document to their agent's (helpers) prior to commencement of the booking. Council shall not accept responsibility for injury caused to any person(s) or damage caused, as a result of activities undertaken by persons attending the party. The Hirer must be over 18 years of age, whilst any agent must be over 16 years of age.

Whilst a member of Council Staff shall be present on site at all times, the Hirer shall remain responsible for the activity and shall ensure that a responsible member of their party supervises any activities at all times and who should be in a position to assist the children and enforce discipline.

The consumption of food and drink must be restricted to the allocated party area. Tables and chairs will be supplied along with bin bags for rubbish disposal. Catering facilities are not supplied.

NOTE: where Hirers wish to engage an outside agency to provide additional entertainment, they must seek permission from Centre Management. Such agencies must provide the following documentation ONE WEEK prior to party date:-

Bouncy Castle / Inflatable device	£10million Public Liability Insurance; Risk Assessment for equipment being used; PAT Test Certificate for blower / generator
Any other electrical equipment being used at the party, ie CD Player, popcorn/candy floss/slushy machines, etc	PAT Test Certificate for equipment being used or if purchased within last 12 months, copy receipt of purchase
Additional entertainment, ie clowns; face painters, mascots, etc	£5million Public Liability Insurance; Child Protection Policy

Outside agencies engaged will have access 15 minutes prior to party start time and must have their equipment off site 15 minutes after party finish time, otherwise there will be an extra charge per hour or any part thereof.

Photography within the Centre is permitted and must be within the Hall where the Birthday Party is taking place. Responsibility for any photographs or videos taken during the Party must be in line with Council's Safeguarding Policy and Party attendees must have the permission of relevant parent(s)/guardian(s) to capture images of children.

The section below to be completed by Hirer and will be retained by Council Staff –

I have read and understand the information and instructions contained herein and agree to abide by the requirements.

Name of Hirer: _____ E-Mail: _____

Tel no(s): Mobile _____ / Other _____

Party Date: _____ Time: _____

Approximate number of children attending: _____

Age of children attending party – From _____ To _____

Signed (Hirer) _____ Date _____

Newry, Mourne and Down District Council will use the information you provide for the purpose of keeping you advised of the status of your booking and to manage the use of Community Centres. The information provided will be held and stored by Council in accordance with the Data Protection Act 1998 and will not be disclosed to other organisations, except where it is necessary for us to comply with the law and to provide this service