



Party Booking Form

Name of Hirer:

.....

Party: (age group)

.....

Address:

.....

.....

Tel:

Email:

.....

Day:

Date:

.....

Time - from:

to:

Total hours:

.....

Prices

Please see our price package below. Please tick the package you require and write the number of children in who will be attending.

Package Type	Number of children attending (minimum of x10)
Standard venue hire – no food From £60 for two hours	
Advanced venue hire – venue hire plus climbing wall (no food) (£13pp)	
Premium venue hire – venue hire plus 8 piece menu (£15pp)	
Platinum venue hire – venue hire, plus food, climbing wall and 8 piece menu (£18pp)	

Please note to book a party there is a non-negotiable deposit of 10% of the total cost of room hire required to secure your booking.

Agreement

I understand the cost of hiring the Youthy for a party as indicated above is £..... and the deposit is 10% of the overall venue hire which I attach cash or cheque (made payable to the Five Lamps Organisation).

I accept the **Terms and Conditions** of use as set out below.

Signature of Hirer:

Date:

.....

Hirer's Obligations:-

- The Youthy is an unsupervised play area. Our staff are there to monitor the safe use of the equipment. Children remain the full responsibility of the parents/ guardians at all times.
- Our indoor space is not big enough to accommodate a bouncy castle
- Parties are only available to hire Saturday and Sundays 09:30 – 18:30 and Mondays 17:00 – 20:00 for children's parties (under 16s)
- Maximum Capacity of 60 children people for standard and premium packaged parties. Maximum capacity of 30 children for advanced and platinum packaged parties.
- Each party must have 10 children as a minimum at the party.
- Additions to guest numbers and/or changes to food and beverage requirements within 7 days of your event must be made in writing and must be paid for in full at the time of notifying us. Refunds or exchanges will not be given should the number of guests attending the event fall below the number of guests that have been paid for. (This is for packages which include food)

Payment

A non-negotiable deposit of 10% of total cost of room hire is required to secure your booking. Full payment of the venue hire must be paid 7 days before the venue hire is to take place.

Housekeeping

- Not to smoke in or outside of the Property
- To ensure all refuse is placed in the refuse bins provided
- To ensure any electrical equipment used is the property of the Five Lamps Organisation
- If external providers are used PAT testing and Public Liability Insurance must be shown
- All attendees at the party will ensure they use the designated car park, if no car parking spaces are available they must not block any of the surrounding roads or residential driveways.
- The venue is strictly alcohol free and no alcohol should be consumed on the premises

Health and Safety

- The hirer will comply with all laws and applicable legislation on health and safety.
- The Hirer shall ensure it follows Five Lamps evacuation procedures if and when the general fire alarm sounds and shall vacate the Property at the nearest emergency exit and meet at the designated 'fire meeting point'
- The Hirer shall not re-enter the Property unless the Licensee has been advised it is safe to do so

If the hirer wishes to cancel the party, the following charges will occur:

- Over 7 days' notice no charge
- Less than 3 days' notice 30% charge on the cost of the party
- Less than 24 hours 100% charge of the cost of the party

Loss and damage

Any loss, damage or incident must be reported to Five Lamps staff in attendance. In the event of damage, Five Lamps reserve the right to charge the room hirers.

If you require any further information, please contact 01642 608316, bookaparty@fivelamps.org.uk