



**Party Guidelines and Information – Clifton Leisure Centre, Little Treasures**

Information	
<b>Duration of party</b>	<p>The party includes 1 hour in Little Treasures with 45 minutes in the party room for food/cake.</p> <p>Please ensure you keep within the allocated time slot and vacate the area at the set finish time in order to be cleaned for the next activity. Failure to leave at the allocated finish time may result in additional charges being applied to your booking.</p>
<b>Numbers</b>	<b>Max No:</b> 25 children (subject to age and height restrictions)
<b>When can we set up?</b>	<p>You can arrive a <b>maximum</b> of 15 minutes before the start time.</p> <p>The hirer is welcome to bring Birthday banners, balloons and posters but these may only be attached to the walls using blue tack (no Sellotape or pins).</p> <p>Any damage to the walls, fabric or painted surfaces, fair wear and tear excepted, may be charged. Tables and chairs will be provided. All other items are to be provided by the hirer.</p>
<b>Ratios and age restrictions</b>	<p>Children up to three years old can play in the toddler area (6 children max)</p> <p>Children between 3 and 10 years old can play in the main area (19 children max)</p>
<b>What do I need to know before I arrive?</b>	<p>During your party at Little Treasures you, as the parent/guardian of the party child, and any remaining adults are required to supervise the children during their stay.</p> <p>No photography or videography is allowed without prior permission from the leisure centre management team.</p> <p>We do not accept any liability for any losses, damages or theft.</p>
<b>What should be worn?</b>	Inform party guests to wear long sleeves and trousers (no short sleeves or shorts).
<b>During the party</b>	<p style="text-align: center;"><b>Please adhere to the signage displayed for your safety</b></p> <p>The Little Treasures Rules of Play must be adhered to at all times, which are clearly displayed at the front of the Little Treasures entrance and shown below.</p>



<b>Safety Information</b>	<b>Do's</b>	<b>Don'ts</b>
	Take shoes off – do wear socks at all times	Do not play in Little Treasure barefoot
	Tie long hair back	No food or drink allowed on the inflatables, including sweets & chewing gum
	Arms and legs should be covered at all times	No glassware in the play area
	Remove jewellery, watches, bags and sharp objects. Glasses should be removed where possible – those who wear glasses should take particular care	Do not use Little Treasure if you or your child is unwell
	Do leave personal items (money, mobile phone/keys etc.) with a parent/guardian outside the play area	No running up and down the slide
When using Little Treasures	Socks must be worn by anyone wishing to use Little Treasures soft play  Face painting is <b>not</b> permitted.	
<b>Centre information</b>	<b>We DO provide</b>	<b>We DO NOT provide</b>
	Soft play and party area. To include chairs and tables	Party food
	First Aid- We have qualified first aiders on site, please report any issues to reception	Decorations, cups, plates crockery or stationery
	Carparking- please also check for upcoming events as the car park can get busy	Supervision of children using Little Treasures as this is the responsibility of hirer or parent/s
	Stereo system	Music to be played- Bluetooth or AUX input is available
<b>Emergency</b>	<p>In the unlikely event of an emergency whilst using Little Treasures, vacate the area by the quickest and safest route and immediately report to reception.</p> <p>Should the fire alarm sound, the hirer and their guests will await instructions from the Leisure Centre staff and, if instructed to evacuate, exit the building slowly and safely at the nearest possible fire exit and go directly to the fire assembly point in the car park. DO NOT stop to collect personal belongings. The Leisure Centre staff will check all areas of the building. Once evacuated, DO NOT re-enter the building until it is declared safe to do so.</p>	
<b>General Information</b>	The full amount of the party is to be paid at the time of booking.	
	If you wish to cancel, we require 30 days' notice to avoid any charges.	