



**Party Guidelines and Information – Clifton Leisure Centre, The Beast**

Information									
<b>Duration of party</b>	<p>The party includes 1 hour on The Beast with 45 minutes in the hall 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>Number and age of guests</b>	<p><b>Max No:</b> 25 children (subject to height and age restrictions); 5 years and over.</p> <p>Children under 1m to be supervised by an adult.</p>								
<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</b>	<ul style="list-style-type: none"> <li>• 5-8 years 25 maximum children</li> <li>• 8-11years 25 maximum children</li> <li>• 11-14 years 21 maximum children</li> </ul> <p>Overall, a maximum of 25 children will be allowed. This is subject to age restrictions above and also size restrictions. Please pay attention to users of unusual sizes and builds, and the possible impact of this on others. If you have a mix of ages, sizes and builds the maximum number will be reduced.</p>								
<b>What do I need to know before I arrive?</b>	<p>All children attending are the responsibility of the hirer, please ensure you have the parent/guardian contact details of all children attending. Should a parent/guardian of a child attending the party decides to leave, at any point, the hirer bears the responsibility of that child.</p>								
<b>What should be worn?</b>	<p>Inform party guests to wear long sleeves and trousers (no short sleeves or shorts).</p>								
<b>During the party</b>	<b>Please adhere to the signage displayed for your safety</b>								
<b>Safety Information</b>	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Do's</th> <th style="width: 50%;">Don'ts</th> </tr> </thead> <tbody> <tr> <td>Take shoes off</td> <td>No hard or sharp items to be worn</td> </tr> <tr> <td>Tie long hair back</td> <td>No food or drink allowed on the inflatables, including sweets &amp; gum</td> </tr> <tr> <td>Keep steps clear</td> <td>No bouncing on the steps or ramps</td> </tr> </tbody> </table>	Do's	Don'ts	Take shoes off	No hard or sharp items to be worn	Tie long hair back	No food or drink allowed on the inflatables, including sweets & gum	Keep steps clear	No bouncing on the steps or ramps
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	Remove jewellery, watches, bags and glasses (where possible – those who wear glasses should take particular care)	No climbing or hanging on the sides of the inflatables
	During the party, have responsible adults to supervise the party	No Somersaults or play rough
When using the slide	<p>Keep arms folded across the chest and go down the feet first only</p> <p>Do not jump onto the slide and no congregating in the tunnels</p> <p>Only <b>one</b> person on the slide at a time and wait for the person in front to clear/exit the slide before sliding</p> <p>A responsible person from the party should be stationed at the top, and another at the bottom of the slide at all times. This also includes the Climbing Wall</p>	
<b>Centre information</b>	<b>We DO provide</b>	<b>We DO NOT provide</b>
	Inflatable 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 the inflatable as this is the responsibility of hirer or parent
	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 The Beast (or The Beast is deflating) vacate the inflatable 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.</p> <p>DO NOT stop to collect personal belongings. The Leisure Centre staff will check all areas of the building.</p> <p>Once evacuated, DO NOT re-enter the building until it is declared safe to do so.</p>	
<b>General Information</b>	Please be aware, that there may be other activities taking place in the sports hall next to the party	
	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.	