



Party Guidelines and Information – Harvey Hadden Sports Village, Inflatables

Information													
Duration of party	<p>The party includes 1 hour on the Inflatables with 45 minutes for food/cake for up to 25 people.</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/booking.</p>												
Number and age of guests	<p>Max No: 25 children (subject to height and age restrictions); 5 years and over.</p> <p>Children under 1m to be supervised by an adult).</p>												
When can we set up?	<p>You can arrive a maximum 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).</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>												
Ratios	<p>Please adhere to the specified ratios for each inflatable displayed at the front of each inflatable.</p>												
What do I need to know before I arrive?	<p>All children attending are the responsibility of the hirer, please ensure you have the parent/guardian contact details of all children attending.</p>												
What should be worn?	<p>Inform party guests to wear long sleeves and trousers (no short sleeves or shorts).</p>												
During the party	Please adhere to the signage displayed for your safety												
Safety Information	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">Do's</th> <th style="width: 50%; text-align: center;">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 & gum</td> </tr> <tr> <td>Keep steps clear</td> <td>Bounce on the steps or ramps</td> </tr> <tr> <td>Remove jewellery, watches and glasses (where possible – those who wear glasses should take particular care)</td> <td>Climb or hang on the sides of the inflatables</td> </tr> <tr> <td>During the party, have responsible adults to supervise the party</td> <td>Somersault or play rough</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	Bounce on the steps or ramps	Remove jewellery, watches and glasses (where possible – those who wear glasses should take particular care)	Climb or hang on the sides of the inflatables	During the party, have responsible adults to supervise the party	Somersault or play rough
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	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.
Emergency	<p>In the unlikely event of an emergency whilst using the inflatable, 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. 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>	
General Information	Please be aware, that there may be other activities taking place in the sports hall next to the party	