

CHILDREN'S CENTRE ROOM HIRE TERMS & CONDITIONS

Please read the following before commencing with your booking.

Administration

1. These terms & conditions should accompany the Celebration Event Enquiry Form.
2. The Celebration Event Enquiry Form should be fully completed before booking can be confirmed.
3. The Celebration Event Enquiry Form should be emailed to Waterways@gll.org to determine initial availability and quote on hire cost.
4. Full payment is required upon booking and prior to hire. An invoice will be raised if the hirer (company) is a current GLL customer.
5. Payment can be made in cash and credit/debit card at Waterways Children's Centre. Payment can be made in cash only at Abbey Wood Children's Centre, Discovery Children's Centre and Mulberry Park Children's Centre.
6. The payment made will be reflected on the Celebration Event Enquiry Form on the 'Centre Use Only' section and will be emailed to the hirer.
7. The administrator handling your booking will require 5 days notice if you wish to cancel the booking. If less than 5 days is given, a 15 % administration fee will apply when the refund is issued.

General Rules

1. All participants of the booking should adhere to the Children's Centre rules and be respectful to the environment (equipment/resources/facilities) and other users of the centres.
2. Please arrive promptly when your booking is due to start and finish on time; ensuring you have left the room(s) in a clean, fit state for re-use.
3. The hirer is responsible for the people in their party. Parents of children attending are responsible for **ALL** children whilst on the premises. GLL cannot accept any liability for the loss, damage or theft of any personal items. Please take care not to leave belongings behind or unattended, and please do not bring valuables to the centre.
4. The hirer is responsible for ensuring that any accidents and injuries are reported immediately to a member of staff on site.
5. The hirer is responsible for any damage to the property or theft of items belonging to the property. In circumstances where damage or theft has occurred, the hirer may be charged for repairs/replacements.
6. Alcohol is not permitted to be consumed on site.
7. Use of camera and video imaging equipment is permitted in the room hired with the full consent of any parents of children attending to ensure safeguarding. Photographs/videos will not be permitted outside of the room unless consent is given by a member of staff.

Hire rates are reviewed annually - 2018 rates are as follows:

Celebration Parties (e.g. Children's Birthday parties - under 5's) - £90 for 3 hours room hire

Optional extra: personalised celebration cake - prices from £20

Children's Centres owned and supported
by the Royal Borough of Greenwich



CELEBRATION EVENT ENQUIRY FORM

Please read the terms & conditions provided to you by the centre before completing this booking form.

CONTACT DETAILS

Name of person booking:

E-mail address:

Address:

Home phone number:

Mobile number:

CELEBRATION EVENT DETAILS

Event type:

Name of child being celebrated:

Date room required:

Age of child being celebrated:

Time required from:

Number of children attending:

Time required to:

Number of adults attending:

Any additional requirements:

Preferred venue:

Total hire charge:

Optional extra:

DISCLAIMER

I confirm that I have read and understood the Room Hire Terms & Conditions and have completed this booking form in full (Your celebration event will not be confirmed until this form has been fully completed and the full payment has been made). I confirm that I fully understand the Safety Rules and that the care and supervision of the children attending the event remains with the hirer.

Hirer signature:

Date:

By signing this form, you agree to abide to Better's terms & conditions of hire.

CENTRE USE ONLY

Amount paid in full:

Number of staff required:

Payment method:

Staff booked:

Hire confirmed:

Name of staff:

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