

Party Form

Conditions of Hire - The Hirer MUST:

- Report to Reception at the Centre on arrival with booking form and booking receipt.
- Agree to the health and safety induction prior to the commencement of the party.
- Sign a food waiver form if bringing own food on site.
- Not enter the facility area before the designated time booked.
- Ensure the correct ratio of adults to children is adhered to. (please see rules of play for your party below)
- Evacuate the building during a fire alarm. Loss of party or eating time cannot be redeemed.
- Ensure that sensible clothing appropriate to the weather conditions or facility booked is worn, as clothing is not available to hire.
- Ensure that shoes, watches, jewellery and any loose items are removed before children access the play area.
- Take responsibility for any damage or disruption caused by your party.
- Ensure that any infringement of the rules is dealt with in a responsible manner.
- Ensure the part ends at the time stated on the booking form, leaving the part area in a clean and tidy state, without any alteration or damage to the party area/facilities provided by CV Life.
- Report any accident or injuries to the Duty Manager/Reception.
- Restrict the consumption of food and drink to the designated area.
- Not allow the use of party poppers, confetti, cocktail sticks, marbles, any glass or crockery items.
- Ensure that they have a list of emergency contact numbers for all children attending.
- Bring the Credit/Debit Card used to make the booking and proof of name and address (for example drivers licence, passport, recent utility bill) to the Centre on the day of the party.
- Be aware that all payments of non-refundable.

Rules of Play & Specifics to Each Party

	Max. No. of Children	Age Range	Adult Supervision	Other
Play party				
Deep Sea Den (Centre AT7)	40	Under 10's	4 Adults	
Pirates' Cove (Xcel Leisure Centre)	20	Under 8's		
Main Pool Party - Xcel Leisure Centre and Centre AT7 Only	20* *Including supervising adults	Under 15's	1 Adult to 1 Child - if Child is under 4	<ul style="list-style-type: none"> • Floatation aids for non-swimmers must be provided by the hirer. • Appropriate swimwear must be worn, no t-shirts or shorts, and outdoor shoes must be removed before entering the pool area. • The Party takes up half the pool, so please consider other users in the pool. • Only two adults are allowed on poolside. • Includes provision of one fully trained lifeguard. • Swimmers must be at least 1.3m tall to ride the slides.
Splash Pool Party - Centre AT7 Only	20* *Including supervising adults	Under 11's	1 Adult to 2 Children - aged between 4 and 8 years who can swim Without an accompanying Adult - aged 8+ who can swim	
Sports Parties - Centre AT7 and The Alan Higgs Centre ONLY	16	6 - 12 years	1 Adult to every 8 Children	All jewellery must be removed, including earrings (they cannot be taped up) to use the trampolines.
Performing Arts Parties - Centre AT7 and The Alan Higgs Centre ONLY	16-20	6 - 11 years	Up to 2 Adults	Appropriate clothing and footwear should be worn.

CV Life:

- Accept no responsibility for the supervision or safety of children in attendance of private party bookings.
- Cannot be held responsible for the loss or damage to personal property of the hirer or their party.
- Reserve the right to cancel or amend the conditions of hire at any time.

Safeguarding:

- Every member of staff, user and visitor to CV Life Facilities is responsible for maintaining respectful and safe behaviour towards all children and young people at all times.
- In the event that you have any cause for concern, please speak to any member of staff immediately.