



## TERMS OF BOOKINGS

- Party balance must be paid at least 21 days before the party date.
- The venue is exclusively reserved for the specified time on your confirmation email.

## General Procedures and Policy

1. Access to the building is granted up to 15 minutes before your allocated time. Please note that you cannot exceed your allocated time.
2. Time extensions cannot be arranged on the day. If additional time is needed for setup or cleanup, it must be pre-paid.
3. Clearing away should begin 15 minutes before the end of your allocated time to prepare for the next group. Please ensure any birthday cake celebrations are completed before this time.
4. Prohibited items:
  - Alcoholic drinks
  - Glass
  - Kettles, urns, or any other hot water devices
  - Party poppers
  - Piñatas
  - Fireworks or sparkling type candles (smoke alarms are activated)
  - Cooking equipment
  - Chewing gum
5. Hot drinks, beer, wine, and spirits are available for purchase. A microwave is provided for your convenience, but no other cooking facilities are available or allowed on the premises.

## Guest Arrival

- A representative familiar with your guests must remain in the entrance area until all guests have been greeted into the building.
- Late arrivals will not be admitted until you have confirmed that they are part of your group.

## Numbers

- Maximum capacity is 50 CHILDREN and 35 ADULTS.
- Numbers exceeding this limit is sometimes possible, by arrangement at extra cost.

## Please inform your guests:

- All guests must remain inside the building and follow these guidelines.
- Wear socks, tie long hair, and cover arms and legs.
- Balls must be kept in the ball pools and should not be thrown.
- No gum, food, or drink on the play equipment.
- Studded belts are not permitted.
- Climbing on the outside of the play equipment is prohibited.
- Respect instructions given by staff.
- While we strive to make all equipment available we cannot be held responsible if certain equipment is closed off.



### **Supervision and Staff:**

- At least two staff members will be on duty, responsible for specific areas.
- Inappropriate behaviour, fighting, or abuse will not be tolerated. Staff may stop the party, clear the framework, and close the building if necessary. No refunds will be provided in such cases. You may be liable for any damages beyond normal wear and tear.
- YOU ARE responsible for supervising and ensuring the behaviour of your group.

**NOTE:** Northants Venue Hire reserves the right to postpone bookings due to extreme weather conditions or unforeseen circumstances.

**Pay particular attention to your responsibility for group supervision and behaviour.**

**NORTHANTS VENUE HIRE**