



TERMS AND CONDITIONS FOR PRIVATE PARTY HIRE OF SPRINGBOARD HOUSE

BOOKING AND PAYMENT

- Bookings are confirmed with a non-returnable deposit of 50% of the hire fee (payable at time of booking)
- A signed copy of these terms and conditions for use must be received 2 weeks after booking is made.
- Balance of payment to be received 2 weeks after booking by either cash, card or BACS.
- The discount for members is only applicable for membership which is current at the day of the party and not at the time of booking.

ACCESS – SECURITY – RESPONSIBILITY

- Bookings include an additional 1/2 hour before the party is due to commence to allow time for preparation and an additional 1/2 hour at the end to allow time to clear up.
- Please use only the electrical equipment provided by Springboard – do not bring your own.
- Access to the 1st floor is not permitted.
- Centre staff are responsible for locking up any rooms on the ground floor which should not be accessed and for ensuring that the garden is secure. The party organiser (i.e. the individual making the booking) is responsible for ensuring that the premises remain secure for the duration of the party (i.e. closing the front door and turning the lock) and recording total number of attendances (children/adults) on the signing-in sheet provided.
- In the case of emergency – telephone 999 and give address as 52 HURST ROAD, HORSHAM RH12 2EP. TEL 01403 218888
- The premises will have been cleaned prior to use. Cleaning equipment and materials will be left available on site and users of the premises are required to leave everywhere in good order. All party debris is taken away by the party organisers as Springboard is unable to include this rubbish in its normal refuse collection service.
- Springboard cannot accept responsibility for the loss or damage of personal effects of guests. Please do not bring valuables and please try to ensure that all personal effects are taken home afterwards.
- Any damage caused must be brought to the attention of the member of staff locking up.
- N.B. – A member of staff will arrive to lock up when your party is finished. If your party finishes earlier than expected, please wait for the staff member to arrive.
- A First Aid box is situated in the Kitchen.

ACTIVITIES – SUPERVISION

- We recommend a maximum of 20 children per party.
- Balloons and decorations may be used but these must be removed when the party is over and any damage made good.
- Drawing pins must not be used.
- Art and craftwork may be carried out during the party but materials must not cause permanent damage to the premises.
- Shoes and sharp objects (e.g. buckles, loose hair clips, badges, etc) must be removed before using the Soft Play or Sensory Rooms to avoid accidents and damage.
- Socks must be worn in the Soft Play and Sensory Rooms to avoid the spread of skin problems/disease.
- For their safety children and young people must be supervised by a responsible person at all times – particularly when using the play equipment (including ball pools, swings, slides, etc).
- No food or drinks are to be taken in the Soft Play or Sensory Rooms at any time. The lounges, kitchen and/or garden may be used for refreshments. Springboard House is a strictly nut free zone.

I confirm that I have read, understand and agree to be bound by the above Terms and Conditions.

Please find enclosed my balance £..... For party on (Date)

Signed Name (print)

For Office use only

Booking Accepted by..... Deposit Received (Date) Payment in Full Received.....(Date)