

## **Practical Information for Children's Parties 2019**

### **Caretaking**

The caretaker will be present at the beginning and end of the party to open-up and lock-up but not during the party so ask at the beginning for everything you need.

### **Parking**

There is no parking available; however you do have permission at the beginning/end of the party for you to drop-off and pick-up

### **Chairs and tables**

Adult sized chairs are located in the chair cupboard in front of the reception desk and adult tables are on the trolley at the back of the NC. There are 40 children's chairs and 5 children's tables in the Johnston Room cupboard. Please ensure that tables are given a good wipe at the end of the party and return them to the cupboard.

£15 will be taken from the damage deposit if tables are not left clean and a further £20 will be taken from the damage deposit if tables and chairs are not put away.

### **Kitchen**

Please keep the hatch down when not serving food to reduce noise disturbance between the Johnston and Garden rooms. You can use the kitchen equipment and instructions are displayed. Tea towels, sharp knives and matches (for the cooker) are not provided.

### **Patio/Courtyard**

You are welcome to use the patio but children must be supervised to prevent damage and mess to this area which belongs to St Mary's Preschool. **The play tent must not be used.** Your damage deposit will not be returned if damage occurs. The playing of the instruments in the Johnston room courtyard is **prohibited.**

### **Security**

Please keep the front door shut. Other user groups will be in the NC so keeping the kitchen and Johnston Room corridor doors locked from the inside and watching the children when they go to the corridor toilets will help keep the children at the party safe.

### **Noise**

Please do not play loud amplified music as this disturbs our neighbours in Cross Street. Do not remove the covers or play with the musical bells and instruments in the Courtyard.

### **Cleaning**

Please sweep the Johnston Room floor, mop spillages and leave the kitchen tidy. Cleaning equipment is in a locked cupboard on the main corridor (Please ask the caretaking for the cleaning equipment at the beginning of the party)

### **Alcohol**

The consuming of alcohol is prohibited in the Neighbourhood Centre.

### **No stilettos in sports hall**

These wooden floors have been stripped and resealed (Aug 2017). Please help us to keep them looking nice by not wearing stiletto heels.

### **No Smoke Machines**

There is a no smoking machine policy as these tend to set off the fire alarms.

### **Disposing of Helium Balloon canisters**

Empty Cylinders **should not be left on our premises or left on the forecourt next to our bins.** Please take them away with you and dispose at your local recycling plant. (£15 will be taken from the damage deposit if left on our premises to dispose of or we may call you to remove the canister) Instead they need to be emptied and either taken to your local Civic Amenity Site who will dispose of the cylinder for you.

### **Emergency exits from Johnston Room**

In an emergency exit via either:

- a) Johnston room patio doors and back passageway into Dagmar Terrace or
- b) Main front door

### **Damage Deposit**

£15 will be taken from the damage deposit if tables are not left clean

£20 will be taken from the damage deposit if adult tables and chairs are not put away.

Your damage deposit will not be returned if damage occurs.

### **The return of the Damage Deposit**

The damage deposit will be refunded during core business hours (9am - 5pm), after confirmation has been received that the facilities (including the kitchen if used) was left tidy and undamaged by the end of the hire period and all chairs and tables used by the licensee was returned to its allocated storage space at the end of the hire.