HILTON COMMUNITY CENTRE

BIRTHDAY PARTY BOOKING FORM

Name	
Address	
Telephone numbers	
Email address	

Day and date of party	
Time of party	
Total number attending (Maximum 30)	
Please confirm you want our Bouncy Castle	
Please confirm if you are bringing any other	
equipment or party activities into the centre? Eg:	
Face painters, Disco, Coaches for football parties	
etc.	
Any other equipment required from the centre?	
Rooms booked	
 Games Hall (Up to 30) 	
 Blakeys Bothy (Up to 16) 	
	1

Charge		
Method of payment	Cash/Card	
Date paid		
Staff Signature		

General Data Protection Regulations

To view our High Life Highland Privacy Notices, please visit <u>www.highlifehighland.com/gdpr/privacy-notices</u> or to request a printed copy please email <u>DPO@highlifehighland.com</u>.

I confirm that I have read and understood the privacy notice and I consent for my information to be processed as described. I also confirm I have read the terms of conditions of lets and I agree to adhere by them. I understand that failure to comply with all terms and conditions, or to provide false information on this booking form, will result in termination of my let.

SIGNED _

DAT	E		

Marketing Preferences:

High Life Highland would like to keep you updated with news, updates and special offers! To view our High Life Highland Marketing Privacy Notice, please visit <u>www.highlifehighland.com/gdpr/privacy-notices</u> or to request a copy email <u>DPO@highlifehighland.com</u> or alternatively ask one of our facilities. I would like to receive news and updates from High Life Highland via:

Post Phone Email SMS	
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Hilton Community Centre, Hilton Village, Ol	dtown Road, Inverness, IV2 4HT
01463 644337	hiltoncc@highlifehighland.com

highlife highland na gàidhealtachd

HILTON COMMUNITY CENTRE

<u>CONDITIONS OF BOOKING -</u> Please read the following carefully, then sign your booking form front page stating that you have read and fully understand, and will abide by all the conditions of booking for Birthday parties. **GENERAL**

1. Bookings will only be accepted on completion of booking form and on receipt of full payment to High Life Highland staff.

- 2. You can access the activity room 15 minutes prior to the party commencing in order to prepare for the party.
- 3. You are permitted 15 minutes after the party is finished to tidy up the room, all rubbish must be removed (black bags are provided) and the floor swept.
- 4. This booking allows 1 hour in the main part of the Games Hall then 1 hour for your Birthday Tea in the smaller section of the Games Hall. The Bouncy Castle will be deflated after the first hour but access to the main part of The Games Hall is permitted after your birthday tea. No food will be allowed in the main part of the hall to avoid any accidents.
- 5. Kitchen area and all kitchen equipment are not available for use.
- 6. The Centre accepts no responsibility for any valuables lost/stolen or left on the premises.
- 7. Adults should supervise children at all times. They must never be left in the Games Hall unsupervised.
- 8. If you cancel your booking you may be entitled to a refund, the following conditions apply –
 Within 14 days of party No refund
 15 days or over of party Full refund
- 9. THE PERSON WHO HAS THIS BOOKING IS RESPONSIBLE FOR THE SUPERVISION AND BEHAVIOUR OF ALL PERSONS PRESENT DURING THE PERIOD OF YOUR PARTY AND FOR ENSURING THERE ARE ENOUGH ABLE ADULT HELPERS.

<u>BIRTHDAY CAKE CANDLES AND SPARKLERS – STRICTLY FORBIDDEN</u> - Candles and sparklers are forbidden in the centre, as they will activate our fire alarm, leading to false alarm call out for the fire brigade. If you use candles or sparklers after being instructed not to as per these instructions, the full cost for the fire service call out may be charged to you.

MAXIMUM NUMBERS - The maximum number of people is 30.

BOUNCY CASTLES & INFLATABLES – the following rules must be adhered to

Organisers of events where Bouncy/Fun Castles/Inflatables are being used should obtain a copy of the Health and Safety Executives Guidance Note PM76 and follow its principles, the main points of which are:

- 1. The device must be under constant supervision and control by the operators/owners representative or, by someone who has received full training in the working of the device.
- 2. The device must be anchored according to the manufacturer's specification and not used in adverse weather conditions outside its recommended safe use limits.
- 3. Access to the device must be strictly controlled and spectators must be kept at a safe distance from the device behind a suitable barrier. Restrictions must be enforced on numbers and age mixes using it.
- 4. Non-inflatable gym mats or equivalent soft landing material of minimum 3cms to maximum 12cms thickness should be provided to cover any hard surfaces adjacent to all open sides and entrances/exits.
- 5. Hirers are asked to provide a copy of the providers public liability insurance to centre staff, to confirm that the necessary insurance cover is in place
- 6. Hirers are asked to provide a copy of the inflatables PIPA certificate, to confirm that the inflatable meets the necessary safety standards and checks
- 7. Any bouncy castles must be supervised by at least 2 adults constantly. Children should never be left to bounce without adult supervision. 2 adults should stand at the entrance to the bouncy castle to ensure that the children get on and off safely.
- 8. Each child using the castle must have enough space to bounce safely; therefore numbers allowed on must be restricted.

PERMISSION TO FILM OR PHOTOGRAPH

For the safety and privacy of users, you must register your wish to use a camera, video camera or mobile phone with camera/videoing facilities within these premises with the Centre Staff, by returning the attached form.

- 1. The above may only be used in the room you are using, no-where else in the centre
- 2. Permission from all participants in the group must be sought.
- 3. If children in the group are under 18, written permission to be photographed/recorded must be sought from parents and proof shown to High Life Highland staff.
- 4. Using camera/camcorder equipment is at the group's/individuals own risk and is not the responsibility of the High Life Highland staff.

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