

## Birthday Party Terms and Conditions 2023-24



### FACILITY HIRE:

1. All bookings are confirmed via email by the Bookings Coordinator once the Birthday Party booking form has been received.
2. The Hirer shall be liable and responsible for any loss or damage to the facilities during the period of hire and to any part of its fixtures, fittings or equipment and must undertake not to act in such a way that might constitute a breach affecting the school's insurance of the premises.
3. A completed and returned booking form will be accepted as agreement of the term and conditions of hire set out by TSE.
4. The hours of hire are the total of those which have been booked and confirmed. This includes any set-up/clear-up time. The hired premises may not be used or occupied prior to the stated time of hire. TSE reserves the right to make a further charge as a result of exceeding the allotted time or the need for additional resources.
5. Any under 8's attending a Swimming pool party must be accompanied by an adult as per the safe swimming policy.
6. All children must be able to swim 25 metres unaided to go on the inflatable unaccompanied (in addition to being aged 8 years old and above)
7. Access to the classroom is permitted 15 minutes prior to the allocated booking time.
8. Authorisation from the Duty Manager is to be requested if any decorations or changes need to be made to the layout of the classroom. We request that nothing is stuck or pinned to the walls or fixtures.
9. Candles for birthday cakes are permitted, within the health and safety guidelines. Cake sparklers are not permitted within the building.
10. The allocation of classrooms is permitted by the Duty Manager, dependant on room availability.

### PAYMENT METHODS

For Private Inflatable parties we require payment within 48 of receipt of the confirmation email or 7 days if the booking is more than 2 months in advance, All other parties must be settled two weeks prior to the booking.

TSE reserves the right to cancel use of Truro School facilities or services if payment remains outstanding by these cut off dates.

**Cash:** In person at the SBA reception

**Card:** In person at the SBA reception or over the phone by calling 01872 246050.

All party bookings are non-refundable unless 14 days' notice is given in writing to sbabookings.com.