

Additional party conditions - pre agreement information copy

Hello,

Thanks for your enquiry. We'd love to host your celebration here at Woodhouse Community Centre.

In the past we've had some problems with teenage parties getting a bit out of control and having to be closed down. Despite this we don't want to let previous experience cause discrimination against a certain age group.

Our main aim is that everyone is able to enjoy the centre safely. We have come up with a list of measures we hope will ensure the safety of all visitors and staff. These are as well as our standard **Terms and Conditions**. We ask that you return a signed copy of this agreement by email, post, or to us here at the centre. Your booking is not fully confirmed until we have received your agreement and payment.

Agreement between room booker (you) and Woodhouse Community Centre (we)

You will cover the costs of **two door staff**, to ensure your event runs safely.

The maximum capacity of the building is 100 people. A list of up to 100 **named guests** (including close family and host) will be sent to the door staff 24 hours before party.

Door staff will only let people in who are on this list.

You must provide at least **1 responsible adult per 9 under 18s** - a responsible adult is someone in a position similar to a parent.

No alcohol is allowed on site.

Door staff **may search bags**.

Door staff may refuse entry to anyone they believe is intoxicated.

Any individuals who make the event unsafe will be asked to leave.

We are **not allowed to have any naked flames** in the building - This includes candles, catering equipment, indoor sparklers and fireworks.

All **amplified music must finish by 10.00pm** & we ask that you hire and use our PA. We reserve the right to reduce or limit volume **at any time** for the sake of our residential neighbours.

A further 30 minutes can be added to your booking **for pack down and cleaning**.

The latest a booking can end is 10.00pm.

We have the right to shut down any party that breaks any of these conditions, or endangers the safety of anyone in the community. You will not be given a refund.

(Should be signed by both parties before booking is confirmed.)

The cost of hiring the Hall for a private party out of hours is £34 per hour. The cost of two door staff is an additional £34 per hour. The cost of hiring our PA system with two wireless mics is £15 per day.

Further noteworthy documents: **Terms & Conditions of Booking & Safer Spaces statement** - <https://www.woodhousecommunitycentre.com/terms>

If you have any further questions or wish to make a booking please don't hesitate to get in touch.

Best wishes,