



College Place, Snaresbrook, London, E17 3PY

Phone: 0208 509 6526

Email: jbrown@forest.org.uk

www.sylvestrian-leisure.co.uk

Please ensure that you read the Terms and Conditions below.

Party Terms and Conditions

1. The Centre draws your attention to the fact that it is the responsibility of the party organiser (parent/guardian) to ensure the party children comply with the general regulations of the Centre.
2. The Centre cannot accept responsibility for any accident or injury that occurs to any child during the course of the party.
3. At least two adults are required to remain with the children throughout the course of the party. Without this ratio, the party will be cancelled and no refund will be due.
4. Please inform the Centre of any allergies, medical conditions or disabilities at the time of booking, to ensure this can be taken into account when planning and catering the party.
5. The Centre will make every effort to ensure the safety of all children throughout the party but cannot accept ultimate responsibility for children's welfare.
6. A minimum of twelve children are required to book a party and the maximum number should be discussed with the Party Co-ordinator, prior to booking.
7. Children attending the party must not be older than 11 years of age.
8. In the unlikely event that the Centre is unable to meet your requirements, we will contact you to make alternative arrangements.
9. Your £25 deposit that is paid to secure the booking is non-refundable.
10. If you cancel within a week of the party, you will only receive a 50% refund, any less than 48 hours notice and no refund can be given.
11. If one or more children do not attend on the day, we are unable to offer a refund.
12. If your group fails to turn up without having cancelled by the appropriate method, the full charge will remain due.
13. The Manager reserves the right to refuse an application, cancel or terminate any booking for whatever reason without being bound to give any reason for doing so. Any payments will be refunded.
14. The Centre can offer you a storage facility for presents in the Office, but we cannot take responsibility for theft or any damage to the presents.
15. All parties start at either **1.30pm or 3.30pm on Saturday or 1pm and 3.30pm on Sunday**. The email you receive from our booking system is an automated message just stating our time we start the setup from. Please do ignore this.
16. The final balance is due no later than 1 week prior to the party.

Sylvestrian Leisure Centre is a trading name of Sylvestrian Enterprises Limited

Registered in England No. 3323866. Registered Office: Forest School, College Place, Snaresbrook, London E17 3PY



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17. Children must wear sensible shoes (eg: trainers) to the party to reduce the risk of an accident whilst taking part in the activity.
 18. Please note if having food; the 45 minutes is inclusive of clearing up time.
 19. Please comply with guidelines on the use of cameras and video equipment within the Centre. Should you wish to take photos you will be required to sign a Photo Consent Form. Please discuss this with a member of staff when you make your booking.

Catering

1. We offer tea and coffee for adults at a cost of £10.00 per 10 adults. (eg: 20 adults = £20). If you require this addition to your booking, please inform the Centre when making your final payment, a week prior to the party.
2. We offer pizza for parents at £5.00 per pizza, which is suitable for 8 people. A selection of toppings include; cheese and tomato, pepperoni and Hawaiian. Again, please inform the Centre when making your final payment.
3. If any child that is attending the party has any food allergies, please make us aware when paying the final balance, no later.
4. The eating time allotted is 45 minutes; please vacate the premises after this time, leaving the area clean and tidy.
5. You are not allowed to bring/serve any alcohol during your time on school premises.
6. The cost of a catered party is £13.00 per child.

Self-Catering Parties Terms and Conditions

1. Self-catered parties are only available on Sundays, or when catering is unavailable on a Saturday.
2. Self-catering parties cost £8.50 per child.
3. The Centre will allow you 15 minutes to set up decorations and food, prior to your party.
4. Your party hosts are with you throughout the party and are available to help you with serving food and clearing up after your party.
5. When self-catering a party at the Sylvestrian Leisure Centre, the Centre cannot accept any responsibility for any reactions or illness that may occur, as a result of the food you have served.
6. The party lunch will be held in the Sports Hall Gallery. Please bring any decorations which you might require, we will provide tables & chairs. We will also provide you with table cloths, paper cups, paper plates and plastic cutlery.
7. The eating time allotted is 45 minutes; please vacate the premises after this time, leaving the area clean and tidy.

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8. While the children are eating, the party host will be present, to help you with handing out of food and drink, plus helping to supervise the children.
 9. You are not allowed to bring/serve any alcohol during your time on school premises.
 10. Hot drinks cannot be brought into the party areas. The Centre does have a hot drink vending machine in Reception if your guests require a hot drink. This must be consumed in the Reception area where seating is provided.
 11. We only supply cutlery for the children attending. If you wish to serve parents with food, you will have to supply your own additional cutlery.