

COMBERTON SPORTS & ARTS

RUN YOUR OWN - SPORTS PARTIES

Terms and conditions

Charges

To confirm your childrens sports party booking full payment up front is required. Without payment provisional arrangements can only be held for 7 days. After which the booking becomes void. Additional children can be booked onto the party on the day however we cannot accept numbers of over 30 attendees. Payments can be made over the telephone by credit/debit card or at CSA reception with credit/debit card or cash. Alternatively cheques are to be made payable to 'CVC Enterprises Ltd'. If a party is cancelled by Comberton Sports & Arts (CSA) then the fees will be fully refunded.

The sports party hire fee cover a 2 hour sports party. Which includes the use of the Sports Hall (sports activities) and a function venue (with preset tables and chairs). Activities will be provided by the hirer so it's entirely up to the hirer to allocate the time between activities and the food and drink element.

Booking confirmation

Comberton Sports & Arts will provide written email confirmation of the party within 5 days of an accepted booking. In the event that the hirer's requirements cannot be met, CSA will contact the hirer to make alternative arrangements.

Cancellation by the hirer

Cancellation or amendments must be received in writing within at least 7 days in advance of the party via an e-mail to Astewart@combertonvc.org. The hirer will then receive a full refund minus a £20.00 administration fee. If the hirer fails to turn up and has not cancelled by the appropriate method, no refund will be made. If the party needs to be rearranged due to illness, a doctor's certificate must be provided and a £20 admin fee will be taken. The rescheduled party must take place within 3 months.

Refusal of cancellation by the booking manager

The manager reserves the right to refuse an application or cancel or terminate any booking without giving a reason for doing so. Comberton Sports & Arts will not incur

any liability from such refusal, cancellation or termination. Any charge or apportioned part thereof will be refunded.

Responsibility of the hirer

The hirer shall ensure that users comply with the general regulations of the centre (which will be deemed to be incorporated in these conditions), and the hirer shall be liable to the company for breach thereof. The hirer is responsible for the care of all the children present at the party and must ensure that all guests leave promptly at the end of the party. The hirer is to provide their own food & drink and are to be responsible for the following:

- Set out their own food & drink and any decorations on the pre-set tables provided prior to the party.
- To clear all the tables of food and drink and any decorations after the party.
- Clear the function venue of all litter and debris at the end of the party.

Equipment

Any additional setting up/taking down of equipment must be accommodated within the booking period. Any additional equipment can be requested at the CSA reception. The CSA Duty Manager will try and assist reasonable requests on the day.

Interpretation

The term manager includes any officer of the centre authorised to perform any particular duty. The centre means the whole of the centre and any part thereof under the jurisdiction of Comberton Sports & Arts. The hirer means the person or organisation hiring any part of Comberton Sports & Arts facilities. Persons under the age of 18 will not be accepted as a hirer.

Party procedure

The hirer is to report to the CSA reception 15 -30 minutes prior to the party start time. Children are to be directed to the Sports venue to register upon arrival. The party host will take a register of all the children that are present at the party and ensure that there are no more than 30 children in attendance. The children will complete their activity and 'the hirer' will be responsible for the relocation of the children from the sports venue to the function venue preset for the food and drink element. Suitable clothing and footwear should be worn at all times. Two adults (over 18 years) must stay with the children that attend the party. The hirer is responsible for all the children and must ensure parents collect their child at the end of the party. The hirer must not leave before the last child is collected.