



Venue **The Radio Wing** McCrae Road Locking Parklands BS24 7LZ

## Venue Booking Terms & Conditions of Hire – PARTY / CHILD-CENTRED ACTIVITIES

**PLEASE NOTE – The Radio Wing venue and surrounding grounds and car park is a NO-SMOKING ZONE**

<b>Guests:</b>	Persons under the age of 18 will not be accepted as a hirer. Attendance at the activity/party should be by <b>Invitation only</b> sent in advance of the booking.
<b>Supervision:</b>	<p><b>The hirer [together with parents/guardians] is responsible for the care and supervision of all the children and their actions at all times whilst present at the activity/party.</b> Full supervision is to be by hosts/adults/parents and should be active, not passive and take into account the age range of the participants/guests. Supervision of exits is essential and for ensuring that children only leave the main party venue with their own parent/carer/guardian.</p> <p><b>The following guidance is offered to the Hirer.</b></p> <p><b>Under five years</b> - Parents/carers should stay with their toddler if aged under five. Otherwise, the ratio for supervision is one adult: per 2 children and should take into account the age-range of the children at the event. Children of this age should be escorted to the toilet.</p> <p><b>Aged 6-8 years – A minimum of 2 adults should be in attendance at all times.</b> The ratio for supervision is one adult: per 2/3 children.</p> <p><b>Aged 9-11 years</b> - The ratio for supervision is one adult: per 4/5 children.</p> <p><b>Aged 12-13 years</b> – Dependant upon the number of attendees, <b>Supervision is still required by the Hirer</b> assisted by up to five other adults. Boundary rules should be made clear to participants/guests at this age, eg re fire regulations, not leaving the building, visiting toilet, etc.</p> <p><b>Photographs</b> – Any photographs of children whilst at the party must have the written approval of the parent/guardian/carer. <b>The Hirer does not</b> have the permission of the LP CIC to post any photographs on Facebook or other social media sites.</p> <p><b>Unacceptable behaviour</b> - If the behaviour of a participant/guest or adult/parent/carer is deemed objectionable/unsuitable, then the Hirer or Management has the right to ask the said persons to leave the venue and site premises. For safety reasons, children of any age should not be allowed to stand/climb on chairs or tables.</p> <p><b>The Hirer</b> must ensure that all attendees leave promptly and quietly at the end of the party.</p>
<b>Decorations/ Signs:</b>	<p><b>External:</b> No decorations of any kind, eg balloons, banners, posters, signs etc may be fixed to the outside of the building, car park or surrounding grounds.</p> <p><b>Internal:</b> Decorations may only be of temporary fixing with white-tac or tied with ribbon or string. Windows or door vision-panels must not be covered at any time. Supervisors must ensure that any decorations are being used safely, eg balloons; any burst balloons and rubbish must be discarded sensibly to safeguard babies and toddlers.</p>
<b>Inflatables:</b>	<b>Any inflatable installed must be suited to indoor use, suitable for the intended age-range with a maximum height of 2 metres. Maximum size of approximately 2.5 m<sup>2</sup> and must not occupy any more than 15% of the main hall floor space.</b> Any inflatable must be set-up/operated by an appropriately trained adult to standard regulations. Soft protection should be placed around the structure to cushion falls. All usage should be supervised with advised number of children per session. The structure must not block any doorway or fire exit.
<b>Messy Play:</b>	<b>Any 'messy play'</b> involving the use of glue, paints, water, balloon modelling, bubble machines, face painting [3+ yrs], etc should only take place on a surface that is <b>appropriately protected</b> . The floor area for use should be covered with a large tarpaulin that is securely taped to the floor to avoid trips, falls and catch any spillages. The tape should be easily removed at end of activity and not leave any marks or lines, nor require any particular solvents to remove tape as this can damage the floor covering. Tables used must be of the appropriate height for the age-range and be covered with polythene, cling-film etc. The table should be placed on a suitably sized protection mat/base to absorb spillages and protect the floor or carpet. All surfaces must be properly cleaned after use. Appropriate cleaning products are provided in the kitchen.
<b>Music/Disco Machines/ Lights:</b>	<b>Music levels should be kept to a reasonable level</b> , so as not to cause a disturbance or offence to residents. Similarly, the use of <b>Disco lights</b> should be considered carefully before use as they can affect young persons of a variety of ages and trigger epileptic incidents.
<b>Outside/ Professional Entertainers:</b>	<b>The Hirer</b> must indicate on the application form if using an outside company to provide the entertainment. It is the responsibility of the Hirer to ensure that the entertainment booked is suitable for the specified age-range of the party guests. The entertainment provider must carry public liability insurance and hold current DBS check – proof must be provided to management.
<b>Smoke Machines:</b>	<b>Are not permitted on the premises</b> as they interfere with the smoke detection alarm system.

