

**SWISS COTTAGE**  
**COMMUNITY CENTRE**



**CHILDREN'S PARTY HIRE**

**INFORMATION**

**Monday - Thursday 9:00am-9:30pm, Friday 9:00am-6pm**

**Saturday and Sunday 10:00am- 5:30pm**

**19 Winchester Road, London, NW3 3NG**

**Tel: 0207-586-5272 Email: [info@yourswiss.org](mailto:info@yourswiss.org)**

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## Contact Information

For more information or to book with us please call 0207-586-5272 or email us on

[info@yourswiss.org](mailto:info@yourswiss.org) / [georgia@yourswiss.org](mailto:georgia@yourswiss.org)

## *Price List:*



### Room Hire Price List:

Main Hall - £50 per hour

Room 2 and 3 ( maximum 10 Children) - £30 per hour

### Room Dimensions

Hall: 7.6m x 15.6m

Room 2: 6.2m x 7m

Room 3: 5.2m x 5.6m

Please note, The hall does not have kitchen facilities of any sort.

## *Conditions of use:*

1. Use of the Community Centre is restricted to those facilities hired and times booked as indicated on the hiring agreement together with use of the Café and toilets. Periods of hire should **include** setting up and clearing away time. The management have the right to modify these conditions of use to reflect the nature of the event.
2. **The full amount for the event will be required at the time of booking plus £50 Deposit.**
3. Hire charges are not refundable where the event is cancelled by the hirer within 14 days of the event date. The management retain the right to cancel the hire in exceptional circumstances where upon a full refund will be made.
4. Hirers must take all reasonable precautions to ensure the safety and security of all persons and property including the property of the centre.
5. NO attachments to the walls or ceilings.
6. It is the responsibility of the hirer to provide adequate supervision. The centre will not accept responsibility for any loss or damage to any articles or equipment left on the premises. Any loss, damaged or incident (including fire) must be reported to the centre immediately or as soon as is reasonably practical. In the event of damage, the management reserve the right to refuse future hires.
7. Hirers must leave the hired facilities clean and tidy and put all rubbish in bags ready to be disposed of. The Centre is a non-smoking building.
8. **Tables, chairs and other equipment are available. The hirer is responsible for setting up and clearing away.**

9. Inflatables to be **NO** higher than 9ft in the Hall. **Please note there will be a £20 extra charge if you have a bouncy castle.**

10. NO Alcoholic beverages may be sold on the premises, but can be consumed.

11. The Centre is hired entirely at the risk of the hirer.

12. Hirers are requested to respect the privacy and comfort of the neighbours and other users at the Centre. Any noise and possible disturbance must be kept to a minimum. Particularly when leaving the premises. Where amplified sound equipment is in use, all doors and windows must be kept closed. Please remember you are hiring a room not the whole centre and other users can be affected by your noise and behaviour.

13. Hirers should familiarise themselves and their guests with the fire exits. All doors with a fire exit sign on them must remain unbolted and kept clear during the event.

14. Swiss Cottage Community Centre will only accept party bookings for children who are 11 or under.

15. **The fire alarm system is fitted with smoke and heat detectors therefore the use of party smoke machines, large candles and sparklers are prohibited.**

16. The ramp leading down to the back of the hall is for buggies and disabled use only. Please do not let children play here.

17. All chairs need to be stacked at the top of the hall in front of the cupboards.

18. Children must be kept in the room you hire and not be allowed to play around the Centre.

19. **You need to have packed away, cleaned the room and be out by the agreed finish time as you may lose your deposit for going over your booked time.**

20. We do not supply any cutlery i.e knives for cake cutting. Please bring your own.

21. If there are any damages to our property/equipment you will lose your deposit.

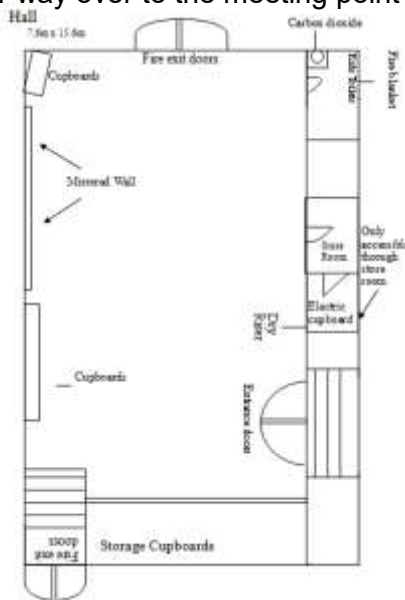
22. **If any of these rules are broken, you will lose your deposit.** Otherwise you will get your deposit back 7-14 days after the party.

# Fire Alarm Procedure

## Hall

If you hear the fire alarm please:

- Please pick up your belongings and proceed to the exit at the top of the stairs at the front of the hall.
- Please close all doors behind you, only if it is safe to do so.
- If you are unable to exit this way go out of the entry doors towards the main door at the front of the building.
- If you are a disabled user please use the ramp at the back of the hall and out through the main entry doors at the front of the building.
- Will the teacher or organiser of each user group please make sure that no one is left in the room before leaving themselves.
- If there is anyone who is not able-bodied please help as much as possible to get them quickly and safely out of the building, but do not endanger your own life and inform a fire marshal that someone has been left in the room.
- Please make your way over to the meeting point which is beside the fountain.



# Booking Form:



## **Room:**

Main Hall ( )

Room 2 ( )

Room 3 ( )

## **Equipment:**

Tables ( )

Chairs ( )

## **Extra Cost £5**

Portable Bluetooth Sound System ( )

## **Extra £20**

If you are hiring a bouncy castle from a 3rd party this charge applies.

Bouncy Castle ( )

## **Agreement:**

I understand the cost for the use of the Community Centre as indicated above is £ ..... For which I will pay for at the time of booking.

I agree to and abide by the terms and conditions as set out overleaf.

Signature: .....

# **Booking Information:**



Name of Parent: .....

Address: .....

.....

.....

Post Code:.....

Tel: .....

Mobile: .....

Email: .....

Age of Birthday Party:.....

Date of booking: ..... 2nd choice: .....

Time From: ..... To: .....

**\*Please note that the period of hire should include time set up and clear away.**