

## **Please can all Parents/Carers please read the following information:**

Fun & Games parties, own food is consumed in the party area.

Climbing and Splash parties have own food in CO4 or CO5, 15 minutes to set up during last 30 minutes of party activity and 30 minutes to consume food.

Cakes are not provided by the Arena Sports Centre but you are welcome to bring your own.

Party invitations are available to download from our website.

If you require a map to send to the party guests of 'how to get to the Arena Sports Centre' please ask.

For Sat Nav's our postcode is PO21 5JD.

### **All party's (except Under 4's)**

- ✓ Unfortunately, Arena staff are unable to take children into the toilet or leave the Party area, therefore we recommend one Parent/Carer to do this.
- ✓ For safety reasons socks must be worn at all times.
- ✓ If the activity or any part of the activity is held outside please ensure your child & guests have adequate protection from the sun. (sun block, hats, etc.) & wear appropriate clothing for the activity.
- ✓ The Arena Sports Centre can not take responsibility for your child before the start time of the party.
- ✓ **Cancellations made within 14 days of the party will incur the full fees unless the place is re-sold.** It is our policy to offer credit for future activities.
- ✓ It is advisable that the Parent/Carer of the party take contact telephone numbers of the children attending if their parent/carer is not staying.
- ✓ The Arena staff will assist during the party. The Party organiser will be provided with a full safety briefing at the start of the party. However the Arena staff are not responsible for the children at anytime during the party. Whilst we wish the children to have fun it is important that the children are kept under control at all times whilst in the Arena Sports Centre.
- ✓ The bouncy castle will be switched off after an hour, the play equipment must not be accessed during or after food time.
- ✓ We recommend a ratio of one adult/staff member to every ten children, this ratio should be reduced if under eight years old.
- ✓ Water will be supplied during the activity.
- ✓ During the Fun & Games party in the main hall climbers may be passing through the sides of the party area, however this will be kept to a minimum.
- ✓ We advise that all children wash their hands after participating in an activity.
- ✓ **For Fun & Games Parties held in the Sports Hall, hirers are not able to access the party area prior to the party start time.**
- **Splash Party:** Under 8's are able to go in the pool but each child needs to be accompanied by an adult. Up to 15 adults per party. Please arrive 15minutes before the party is due to start and meet in the Arena reception.

### **Fun & Games (Under 4 year olds) Rules:**

- ✓ These party's are booked for 90 minutes, this does not include 15 minutes before the party to set-up your party & 15 minutes after to clean up the party area.
- ✓ The Arena staff are not responsible for the children at anytime during the party. Whilst we wish the children to have fun it is important that the children are kept under control at all times whilst in the Arena Sports Centre.
- ✓ **Cancellations made within 14 days of the party will incur the full fees unless the place is re-sold.** It is our policy to offer credit for future activities.
- ✓ The Arena Sports Centre does not provide any staff to supervise the party, therefore it is the responsibility of the Parent/Carer to ensure that there are enough responsible adults to supervise the children.
- ✓ It is important that the following rules concerning the bouncy castle are adhered to:
  - all children must be supervised whilst on the bouncy castle at all times
  - no climbing up the walls of the bouncy castle
  - shoes must be removed & socks must be worn
  - no flipping or somersaults
  - going behind the bouncy castle for any reason is strictly prohibited
  - only Arena Sports Centre staff should turn the bouncy castle on or off
- ✓ Cold water is available from the Reception at any time during the party.
- ✓ No electrical equipment must be used in the room without prior permission from the Arena Manager.

(a copy of these rules are available upon request)