

# Deepings Community Trust Limited

**Deepings Community Centre**  
**2 Douglas Road, Market Deeping, Lincolnshire, PE6 8PA.**  
**01778 381770 - email: trustees@deepingscommunitycentre.org.uk**

## Policy Statement : Bookings for Parties

1. We do not accept bookings for adult parties
2. In relation to bookings for children's parties, the following conditions must be met:
  - a) All children attending the party must be under eight years of age on the date of the party
  - b) There needs to be a ration of one adult to five children
  - c) The party should be held at the weekend, preferably on a Saturday afternoon. This is to avoid disruption to students in the Computer Suite.
  - d) The party should finish by 6 p.m. and the Hall cleared by 6.30 p.m.
  - e) The party organisers are responsible for leaving the room clean and tidy. A vacuum cleaner is provides for this purpose. All rubbish should be take home.
  - f) If the organisers arrange activities whereby a child could be hurt, e.g. over boisterous games, it would be advisable for them to ensure that they are adequately insured.
  - g) There is a small kitchen for your use, included in the price of hiring the Hall. We do not provide catering facilities, however, we do have a list of local caterers who can provide party food at a reasonable price
  - h) If it is intended to prepare food on the premises, at least one member of the group should hold a Health and Hygiene Certificate. This does not apply if the food is prepared at home.
3. It is most important that all bookings for parties are referred to the Trustees before clients are told that a booking is accepted. This is necessary to give time to make opening and closing arrangements.

March 2006