

PLANET HALL BOOKING – BUSHEY

Nursery Telephone Number on Day of Party is: 07964 223823

CONTACT DETAILS	
Hire Charge: £45.00 per hour (half hour will be charged before and after for setting up/clearing).	
Date of Booking:	
Times of Booking:	
Name:	
Address:	
Postcode:	
Home Telephone Number:	
Work Telephone Number:	
Mobile Telephone Number:	
Email Address:	

CHILD DETAILS IF APPLICABLE

Name of Child:	Age: __ years __ months
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TERMS & CONDITIONS

1. A deposit of £100 will be required at the time of booking and this will be returned subject to:
 - a) Damages or breakages or rubbish not being removed from Nursery premises.
 - b) Saniflo Toilets 1 and 2 becoming blocked by items other than toilet tissue paper resulting in a call out to an engineer to repair.
2. Please advise First Place Nursery if you are inviting outside entertainers/agencies/companies during the hire period. (You must ensure that they have Public Liability Insurance).
3. A half hour each side of a booking will be charged in order for the hall to be set up and cleaned/tidied following a party/event. Cleaning materials need to be provided by the party organiser and **all rubbish must be removed from the Nursery premises and not placed in the nursery dustbins.**
4. Usage is restricted to Planet Hall/kitchen and two toilets (one easy access).
5. Reheating of food is allowed (see Health and Safety Regulations in kitchen).
6. Ensure that all windows and doors are closed on exit and hall is swept and mopped.
7. Nursery premises and car park are used at your own risk and First Place Nurseries Ltd accept no responsibility.
8. First Place Nurseries Ltd accept no responsibility for damage, loss or theft of property.
9. First Place Nurseries Ltd accept no responsibility for personal injury or loss of life.
10. I/We agree to the above Terms & Conditions

Signed _____ Date _/ _/ _

Please make cheques payable to First Place Nurseries Ltd

The following telephone numbers are only to be used in an emergency if contact cannot be made on the above nursery mobile:

Miss Karen Bell, Manager – 07960 666103
Mrs Chris Taylor, Secretary – 07871 326056