

## Terms and Conditions of booking:

### Furniture:

Please note we provide the party room and endeavour to provide a sufficient number of tables and chairs if required. You will need to confirm your furniture requirements on the booking form provided and changes must be stated no less than 7 days prior to your booking.

### Entertainment and Catering:

Please note all entertainers and bouncy castles will have to be supplied through Under 1 Roof as we work with a number of companies ourselves to be able to offer the best price.

Food and equipment such as table cloths, cake knives, candles, matches, music, iPod, aux/av cables, black bags etc. are your responsibility.

Cooking equipment (such as microwaves, kettles, stoves, hotplates and food warmers) are not permitted due to Health and Safety requirements.

The centre is a non-smoking environment. Smoking is not permitted. Smoke machines are also not permitted.

Popcorn and Candyfloss machines are not permitted in the Theatre.

Any equipment brought in to the centre is at your own risk and liability, and must be agreed in advance with Under 1 Roof. You are responsible for any equipment you bring into the centre.

Please note alcohol is not permitted unless prior arrangement has been made with the Under 1 Roof Party Co-Ordinator.

### Lateness

If you and your guests are late arriving to your party, we cannot extend your hire on the day and you will still be charged for the hours you missed.

### SoftPlay, Palace Gardens and Over 5 Balcony Area:

Please note: unless you have exclusively hired either SoftPlay, Palace Gardens or the Balcony area, use of these areas is subject to availability on the day and relevant charges.

### Securing Your Booking:

Your booking is not secured until this form has been completed and returned to Under 1 Roof Kids, Unit 9, The I.O. Centre, Skeffington Street, Woolwich SE 18 6SR or [parties@under1roofkids.com](mailto:parties@under1roofkids.com) (Please reference child's full name and date of party). In addition, a 50% non refundable deposit must be paid in advance to secure the booking. The deposit amount will be deducted from the total balance which will need to be paid by the day of the booking.

Payment can be accepted by cash, cheque or Pay Pal [cheques payable to Under 1 Roof (Kids) Ltd Pay Pal email for payment: [mat@under1roofkids.com](mailto:mat@under1roofkids.com) Please reference child's full name and date of party]. We do not accept payments after the room hire date.

For any queries relating to party room hire, please contact our Party Co-ordinator on 02032474417.

PLEASE NOTE: We also require a £50 CASH Security Deposit on the day, which will be refunded after the party subject to Under 1 Roof Management having completed their checks. This will be retained against any damages, breakages and late finishes.

### CANCELLATIONS:

If the booking is cancelled with more than 7 days notice, just your deposit will be forfeited, if cancelled within 7 days 100% payment will be required.