

Children's Party Booking Policy

Effective September 2026 | Review due September 2027

This policy applies to all children's party bookings at Abbey Community Centre and must be read with Abbey's Room Hire Terms and Conditions. It creates a limited exception to the general restriction on parties in those terms: only children's parties approved and confirmed by Abbey may take place.

Who may book

- Parties are permitted only where the child being celebrated is aged 16 or under on the date of the party.
- Adult parties, including parties primarily organised for adults, are not permitted. Adults may attend to supervise children and accompany guests.
- The booker and the responsible person must each be aged 18 or over. Children must be appropriately supervised throughout the booking; Abbey staff do not take responsibility for supervision.
- The number of guests must not exceed the capacity stated in the booking confirmation.

Alcohol

- Alcohol must not be brought onto, sold, supplied, served or consumed anywhere on Abbey's site during a children's party booking.
- Abbey may stop the party and require attendees to leave if this rule is broken. Refunds will be considered under the Room Hire Terms and Conditions.

Damage and cleaning deposit

- A £150 refundable damage and cleaning deposit is required in addition to the room-hire charges and any booking deposit.
- Abbey will refund the deposit, less any permitted deductions, within seven calendar days after the booking, provided the premises and equipment are left undamaged, the agreed tidying and cleaning requirements have been met, and no additional costs are due.
- Abbey may deduct its reasonable costs for damage, missing items, waste removal or additional cleaning and will explain any deduction. If the reasonable cost is more than £150, the booker remains responsible for the balance under the Room Hire Terms and Conditions.

Tidying and cleaning

The booker must tidy and clean the room after every party. This includes removing decorations, food, rubbish and personal belongings; wiping up spills promptly; returning furniture and equipment to the agreed layout; and completing all cleaning before leaving so that the room is returned in the condition in which it was provided. The booked time must include setting up, tidying and cleaning.

- Glitter and confetti are not permitted anywhere on Abbey's site during the booking.

Bookings are confirmed only in writing and remain subject to Abbey's Room Hire Terms and Conditions. Questions: roombookings@abbeycc-kilburn.org.uk | 020 7624 8378

Agreement

By signing, the booker confirms acceptance of this policy and Abbey's Room Hire Terms and Conditions.

Booker signature: _____ **Date:** _____