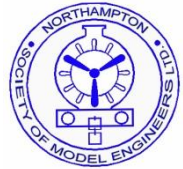


# Northampton Society of Model Engineers Ltd.

[www.nsme.co.uk](http://www.nsme.co.uk)

Party Bookings, 7 Hodnet Close, Northampton NN4 0XY  
e-mail: [partybookings@nsme.co.uk](mailto:partybookings@nsme.co.uk)



## **BIRTHDAY PARTY BOOKING REQUEST**

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Northampton Society of Model Engineers Ltd. offers its facilities for children's birthday parties on a limited number of Tuesdays and Saturdays between April and September. The number of dates available is limited by other events to which we are committed and by the availability of Club members. Applications are considered on a first come first served basis, and only confirmed when the deposit has been received.

**For Tuesday parties** of up to 30 children (plus adults) we aim to provide at least two trains on our raised track for unlimited rides over a 2 hour period, together with the guards and station staff necessary for safe operation. We will also make available the facilities of our clubhouse, to enable you to provide refreshments for your guests. If the weather is suitable we can provide tables and chairs for you to hold a picnic in our grounds. Tuesday parties in school holidays run from 2 p.m. to 4 p.m. During term time Tuesday parties can start at a time between 2 p.m. and 4 p.m. to suit you. The cost for 2018/19 is £100.00, with a refundable deposit of £25.00 to be sent with this form.

**For Saturday parties** of up to 50 children (plus adults) we aim to provide at least two trains on our raised track and one train on our ground level track for unlimited rides over a 2<sup>1</sup>/<sub>2</sub> hour period, together with the guards and station staff necessary for safe operation. We will also make available the facilities of our clubhouse, to enable you to provide refreshments for your guests. If the weather is suitable we can provide tables and chairs for you to hold a picnic in our grounds. Saturday parties run from 2 p.m. to 4.30 p.m. The cost for 2018/19 is £200.00, with a refundable deposit of £50.00 to be sent with this form.

Please return this booking request, together with your cheque for the deposit, to the address at the top of this form. Cheques should be made payable to "Northampton Society of Model Engineers Ltd". If you wish to pay in cash please do so in person at our premises – please ask for me (Geoff Watts). Please do not send cash through the post. The balance is due on or before the day of the party at your convenience.

Preferred date: Tuesday/Saturday

Preferred Start time:

Contact Name:

Contact Telephone number:

Email:

**AND**

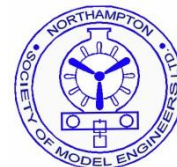
Full Postal address:

Name of the child having the party:

Signed:

Date submitted:

**TERMS AND CONDITIONS**  
**OF HIRE OF FACILITIES AT NSME Ltd**  
**FOR A CHILDRENS BIRTHDAY PARTY**



**1. Number of Guests**

**Tuesday Party:** This booking is for up to 30 children plus adults. If you expect to have more than 30 children attending please let the party booking secretary know so that suitable arrangements can be made.

**Saturday Party:** This booking is for up to 50 children plus adults. If you expect to have more than 50 children attending please let the party booking secretary know so that suitable arrangements can be made.

**2. Care and Supervision of children**

We are not able to undertake care and supervision of the children at the party. This remains your responsibility, so please invite sufficient adults for this to the event, for which we recommend a minimum of 1 adult per 4 children. For children under 4 years old and for children whose feet do not reach the running boards of the carriages we will require that an adult accompany the child on the ride. If you require more information regarding our policy on the Safeguarding of Vulnerable Groups, please contact [secretary@nsme.co.uk](mailto:secretary@nsme.co.uk)

**3. Trains and rides**

We aim to provide at least two trains on our raised track with unlimited rides for the duration of the party (2 hours on Tuesdays; 2½ hours on Saturdays) together with the guards and station staff necessary for their safe operation. In addition, for Saturday parties we aim to provide at least one train on our ground level track.

Adults attending the party are welcome to ride on the trains with the children.

**4. Use of premises**

All the facilities in the clubhouse (kettles, microwave cooker, hob, oven, etc.) are available to you from one hour prior to the party to enable you to prepare refreshments for your guests. If you would like earlier access, please let the party booking secretary know.

If the weather is suitable we can also provide tables and chairs for you to hold your picnic in our grounds.

Please note that under the Health Act 2006, the clubhouse and toilets are designated as no smoking areas.

**5. Safety**

For safety reasons, we cannot allow ball games within our grounds while the trains are running.

Whilst we take every reasonable care to avoid incidents, some aspects of model locomotives can be hazardous if visitors do not respect the rules and exclusion zones.

Steam locomotives are hot and can emit sparks, cinders and oil, which occasionally gets onto clothing. All Children attending, therefore, should wear appropriate clothing and footwear. Please make your guests aware of this and of the importance of following instructions given to them by any NSME member assisting on the day.

All passengers must:-

- Face forward at all times and not turn round
- Not lean out of the carriages
- Keep feet on the running boards while the train is moving. It is expected that all small children and children whose feet do not reach the running boards to be accompanied by an adult
- **NOT** under any circumstance attempt to leave the train whilst it in motion **AND / OR** before it has come to a complete stop.

We reserve the right to refuse rides to anyone behaving in a way which we consider could cause danger to themselves or others.

**6. Cancellation**

If you need to cancel your booking, your deposit is refundable up to 7 days before the party.