

NORTHAMPTON SOCIETY OF MODEL ENGINEERS LTD



NSME PARTY BOOKINGS
18 WAKEFIELD WAY
NETHER HEYFORD
NORTHANTS
NN7 3LU

Tel No: 01327-342167

Email: partybookings@nsme.co.uk

TUESDAY BIRTHDAY PARTY BOOKING REQUEST

Northampton Society of Model Engineers Ltd. offers its facilities for children's birthday parties on some Tuesdays from April till October for up to 25 children plus adults. We will provide at least two trains on our raised track for 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 also provide tables and chairs for you to hold a picnic in our grounds.

The cost for 2012 will be £80.00, with a refundable deposit of £20.00 to be sent with this form. The balance is due on the day of the party. Cheques should be made payable to "NSME Ltd". Please do not send cash.

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.

Please send this booking request, together with your cheque for the deposit to the address shown at the top right of this form.

Preferred date:

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

This booking is for up to 25 children plus adults. If you expect to have more than 25 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.

If you require more information regarding our policy on the Safeguarding of Vulnerable Groups, please contact secretary@nsme.co.uk

3. Trains and rides

We will 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 their safe operation.

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

4. Use of premises

All the facilities in the clubhouse 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. Waste and recycling

We do not have facilities for the disposal of food waste. Please bring rubbish bags or sacks with you and remove such waste from the premises at the end of the party. We can arrange for the recycling of drink cans and bottles, which may be left in our waste bins.

6. 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. 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.

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

7. Cancellation

In the event that you need to cancel, your deposit is refundable up to 7 days before the party.

Tuesday T&C