

## Responsibility of the Party Organiser

The following guidelines below are provided to the Party Organiser to assist you in the smooth running and safety of your party:-

- 1) Should there be any late arrivals it is the Party Organisers responsibility to collect, allocate a wristband and ensure they join the rest of the group in the play area.
- 2) Count how many children have turned up and the number you are responsible for handing back to the parents. **USE THE PARTY GUEST LIST FORM IN THE BOOKING AREA.** Please check numbers from time to time.
- 3) Check your adult helpers have arrived and they understand their role in supervising then children in the play area/party room, including meeting the children's individual needs i.e. toilet trips. It is recommended 2 adult helpers per 20 children.
- 4) Rules of play are explained in the area to aid with the supervision of Children and the party organiser should draw these to the attention of the adult helpers and the children, as well as dealing with toilet breaks, first aid and fire evacuation. This is best done at the beginning of the session with the children present so that you only have to say it once, and then everyone knows!
- 5) Tell the children which party room are they are to meet in, they will be called by a member of staff, and at that point they must go to the party room.
- 6) The party Organiser and the adult helpers should be on hand throughout the party to take the children who need to use the toilets or for some other reason that they have to leave the party room.
- 7) **PARENT CONTACT NUMBERS OF THE CHILDREN ATTENDING THE PARTY MUST BE TAKEN BY THE PARTY ORAGNISER – AND HAVE THEM WITH THEM ON THE DAY.**

## Use of the Party Room

The party room is available to you during the times as shown on the 'Book my Party Page'

As the party organiser you me be able to access the area 10 minutes before your booking time to decorate it, but this will be subject to availability on the day, and you should check with staff at reception.

The food will arrive 5-10m minutes after the start of your room hire. This will give you time to get the children seated.

The room must be left tidy and rubbish put in the bags provided. You must vacate by the end time, as another party may be waiting to access the room.

Finally, please ensure every child is collected safely before leaving.

**First Aid**

In the unfortunate event somebody requires first aid during the activity, please speak to a member of staff in the area who will be happy to assist. In the event someone requires first aid whilst in the party room eating or if for any reason you are unable to locate a child please inform reception immediately.

**Toilets**

Toilets are located adjacent to the soft play structure.

**Emergency Evacuation**

In the unlikely event that the fire alarm sounds, please listen carefully to members of the onsite team. You maybe advised that the alarm is being investigated, in which case stop your activity and gather yourself into your one-party group and await further instructions. If advised of immediate evacuation take your group as one and exit via the nearest emergency exit and proceed to the "Assembly Point" (this would have been explained at the start of your party). Any Children out of the room at the time with their adult helper should evacuate via the nearest exit and make their way to the "Assembly Point" where they can be reunited with the group. Do not re-enter the building until you are told to do so.

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(Please sign and return to Meadowbank Softplay Reception prior to your party)

**As the Party Organiser I agree to Medowbank Softplay conditions of use:**

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Signed

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Print Name

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Date

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Date of Party

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Party Start Time

