

# HILTON COMMUNITY CENTRE



## Birthday Party Booking Form

Name	
Address	
Telephone Number	
Email Address	
High Life Highland Membership Number	

Day and Date of party		
Time of party		
Number of children (maximum 30)		
Tick which items you would like:-	Bouncy Castle (1 Hour)	
	Toys	
	Goal	
Please confirm if you are bringing any other equipment or party activities into the centre? E.g. Face painters, Disco etc.		
Any other equipment required from the centre?		

Charge	
Method of payment	Cash/Card
Date paid	

Staff Signature	
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### General Data Protection Regulations

To view our High Life Highland Privacy Notices, please visit [www.highlifehighland.com/gdpr/privacy-notices](http://www.highlifehighland.com/gdpr/privacy-notices) or to request a printed copy please email [DPO@highlifehighland.com](mailto:DPO@highlifehighland.com).

**I confirm that I have read and understood the privacy notice and I consent for my information to be processed as described.**

**I also confirm I have read the terms of conditions of lets and I agree to adhere to them. I understand that failure to comply with all terms and conditions, or to provide false information on this booking form, will result in termination of my let.**

Signed \_\_\_\_\_

Date \_\_\_\_\_

### Marketing Preferences:

High Life Highland would like to keep you updated with news, updates and special offers!

To view our High Life Highland Marketing Privacy Notice, please visit [www.highlifehighland.com/gdpr/privacy-notices](http://www.highlifehighland.com/gdpr/privacy-notices) or to request a copy email [DPO@highlifehighland.com](mailto:DPO@highlifehighland.com) or alternatively ask one of our facilities.

I would like to receive news and updates from High Life Highland via: **Post** ☐ **Phone** ☐ **Email** ☐ **SMS** ☐



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**Conditions of Booking** – Please read the following carefully, then sign the front of your Booking Form stating that you have read and fully understand and will abide by all the conditions of booking for Birthday Parties.

## General

1. Bookings will only be accepted on completion of the booking form and on receipt of full payment to Hilton Community Centre.
2. You can access the activity room 15 minutes prior to the party commencing to prepare for the party.
3. You have 15 minutes after the party is finished to tidy up the room. All rubbish must be removed (black bags will be provided) and the floor swept.
4. This booking allows 1 hour in the Games Hall then 1 hour in the smaller room for your Birthday Tea. You cannot return to the Games Hall after the first hour.
5. The Centre kitchen area and all kitchen equipment are **NOT** available for use.
6. The Centre accepts no responsibility for any valuables lost/stolen or left on the premises.
7. Adults must supervise the children at all times. They must never be left in the Games Hall unsupervised.
8. If you cancel your booking you may be entitled to a refund, the following conditions apply –  
Within 14 days of party - No refund                      15 days or over of party - Full refund
9. **You, the Bookee, are responsible for the supervision and behaviour of all people present during the time of the party and for ensuring that there are enough adult helpers.**

**Birthday Cake Candles and Sparklers** – You are permitted to use one traditional birthday cake candle but no sparklers etc are allowed, as they will activate our fire alarm, leading to a false alarm call out for the fire brigade. If you use sparklers etc. after being asked not to, the full cost for the fire service call out may be charged to you.

**Maximum Numbers:** The maximum number of people for seating is 30. You may have more guests but we can only provide seating for 30.

## Permission to Film or Photograph

For the safety and privacy of users, you must register your wish to use a camera, video camera or mobile phone with camera/videoing facilities within these premises with the Centre Staff, by returning the attached form.

1. The above may only be used in the room you are using, nowhere else in the centre
2. Permission from all participants in the group must be sought.
3. If children in the group are under 18, written permission to be photographed/recorded must be sought from parents and proof shown to High Life Highland staff.
4. Using camera/camcorder equipment is at the group's/individuals own risk and is not the responsibility of the High Life Highland staff.

Hilton Community Centre, Hilton Village, Oldtown Road, Inverness, IV2 4HT  
01463 644337                      [hiltoncc@highlifehighland.com](mailto:hiltoncc@highlifehighland.com)

