

## PARTY GUIDELINES AND SAFETY INFORMATION

- The hirer may arrive up to 15 minutes prior to the party start time to set up food and decorations.
- The party room must be vacated within 15 minutes of the party end time in order for the room to be cleaned for the next activity
- The hirer is welcome to bring Birthday banners, balloons and posters but these may only be attached to the windows and mirrors using blue tack (no sellotape). Any damage to the walls or painted surfaces, fair wear and tear excepted, may be charged. Tables and chairs will be provided. All other items are to be provided by the hirer.
- Should the fire alarm sound, the hirer and their guests will await instructions from the Leisure Centre staff and, if instructed to evacuate, exit the building slowly and safely at the nearest possible fire exit and go directly to the fire assembly point in the car park. DO NOT stop to collect personal belongings. The Leisure Centre staff will check all areas of the building. Once evacuated, DO NOT re-enter the building until it is declared safe to do so.
- The pool admissions policy applies to all pool parties and the hirer and their guests must at all times follow instructions and safety guidelines given to them by the Lifeguard/s on duty.
- Appropriate clothing must be worn.
- All users must follow any specific rules and regulations in the area in which the hirer is hiring; failure to do so may result in the management stopping the activity.
- Lockers are available for the safe keeping of goods and personal effects; Leisure Centre staff will not be able to take responsibility for the hirer's goods and personal effects.
- The use of photographic and/or recording equipment must only be used after prior permission has been obtained from the Operations Manager on duty. See below.
- All parties must be supervised at all times by at least one responsible adult over 18 years of age. The party hirer will assume this role to ensure the safety of all children.
- Active4Today will provide a member of staff to supervise the bouncy castle for 45 minutes, after which all children should leave the bouncy castle which will then be deflated. This is included in the fee you have paid.
- The blower must not be switched off or disconnected whilst in use - in the event of deflation, please evacuate children immediately and notify a member of staff ASAP.
- All jewellery, loose objects, (including bracelets, glasses, and earrings) and footwear must be removed before using the Fun Tunnel/Bouncy castle.
- Any injuries or accidents in any party must be reported to the Operations Manager immediately.
- Extra care and vigilance must be maintained when younger children are attending any party.

<b>Bouncy Castle Party:</b> Ollerton	Set up in the Sports Hall for one hour followed by use of a room for 45 minutes for your party food. Ages 3-12 years. Maximum of 25 children.
Southwell	Set up in the Sports Hall for one hour followed by use of a room for 45 minutes for your party food. Ages 3-12 years. Maximum of 25 children.
<b>Sports/Football Party:</b> All Leisure Centres	Set up in the Sports Hall for one hour with a coach included followed by use of a room for 45 minutes for your party food. Ages 5-12 years. Maximum of 16 children.
<b>Main Pool Inflatable:</b> Newark	Use of the pool and inflatable for a minimum of 45 minutes (includes set-up/take-down time) followed by use of a room for 45 minutes for your party food. Maximum of 30 swimmers in total. Must be able to swim 25m unaided to participate. Refer to pool admissions policy at <a href="http://www.active4today.co.uk/activities/swimming/swimmingtimetables">www.active4today.co.uk/activities/swimming/swimmingtimetables</a>
Ollerton	Use of the pool and inflatable for a minimum of 45 minutes (includes set-up/take-down time) followed by use of a room for 45 minutes for your party food. Maximum of 22 swimmers in total. Must be able to swim 25m unaided to participate. Refer to pool admissions policy at <a href="http://www.active4today.co.uk/activities/swimming/swimmingtimetables">www.active4today.co.uk/activities/swimming/swimmingtimetables</a>
Southwell	Use of the pool and inflatable for a minimum of 45 minutes (includes set-up/take-down time) followed by use of a room for 45 minutes for your party food. Maximum of 30

	swimmers in total. Must be able to swim 25m unaided to participate. Refer to pool admissions policy at <a href="http://www.active4today.co.uk/activities/swimming/swimmingtimetables">www.active4today.co.uk/activities/swimming/swimmingtimetables</a>
<b>Float Fun:</b> Newark Small Pool Ollerton Southwell Small Pool	Minimum of 45 minutes in the pool (includes set-up/take-down time) with a selection of floats followed by use of a room for 45 minutes for your party food. Under 8's only. Maximum of 25 swimmers in total. Must be accompanied in the pool on a ratio of 2 children to 1 adult. Refer to pool admissions policy at <a href="http://www.active4today.co.uk/activities/swimming/swimmingtimetables">www.active4today.co.uk/activities/swimming/swimmingtimetables</a>
Southwell Main Pool	Minimum of 45 minutes in the pool (includes set-up/take-down time) with a selection of floats followed by use of a room for 45 minutes for your party food. Under 8's only. Maximum of 25 swimmers in total. Must be accompanied in the pool on a ratio of 2 children to 1 adult. Refer to pool admissions policy at <a href="http://www.active4today.co.uk/activities/swimming/swimmingtimetables">www.active4today.co.uk/activities/swimming/swimmingtimetables</a>
<b>Splash Party:</b> Southwell Main Pool	Minimum of 45 minutes in the pool (includes set-up/take-down time) competing in a series of challenges with a range of activities to choose from including kayaking, snorkelling, sea-scooters and water polo followed by use of a room for 45 minutes for your party food. Maximum of 18 swimmers in total. Must be able to swim 25m unaided to participate. Refer to pool admissions policy at <a href="http://www.active4today.co.uk/activities/swimming/swimmingtimetables">www.active4today.co.uk/activities/swimming/swimmingtimetables</a>
<b>Pool Pirates:</b> Southwell Small Pool	Minimum of 45 minutes in the pool (includes set-up and take-down time) taking part in challenges with an instructor included, followed by use of a room for 45 minutes for your party food. Maximum 16 swimmers. For ages 5 – 7 years (no adults required in water). Refer to pool admissions policy at <a href="http://www.active4today.co.uk/activities/swimming/swimmingtimetables">www.active4today.co.uk/activities/swimming/swimmingtimetables</a>
<b>House of Fun:</b> Southwell	Maximum 12 children aged from 2 months to 5 years. Instructor included. followed by use of a room for 45 minutes for your party food.
<b>Roller Disco:</b> Southwell	Maximum 25 children aged from 5-12 years with instructor provided followed by use of a room for 45 minutes for your party food.

### **PHOTOGRAPHIC AND FILMING POLICY**

This policy outlines the guidelines for photographing and filming during events to ensure the privacy and consent of all participants, particularly minors.

In the interests of safety, any member of the public wishing to use photographic and/or recording equipment, including mobile phone cameras, must obtain prior permission from the Operations Manager or session leader. This ensures that all activities are conducted in accordance with the policy and that any specific concerns or restrictions are addressed.

Photographic and filming activities may be permitted during closed sessions where control over the environment is possible, and all participants have freely agreed to the usage of such media. Examples of closed sessions include birthday parties and private events.

It is the responsibility of the lead hirer to obtain explicit consent from the parents or guardians of all children attending the event.

The lead hirer must ensure that any children for whom consent has not been granted are excluded from all photographs and recordings. This includes taking necessary steps to prevent these children from being inadvertently captured in group photos or videos.

Participants should avoid tagging or identifying individuals in photos or videos on social media without their explicit consent.

Active4Today accepts no responsibility for the publishing or distribution of images or videos by participants or third parties. It is the responsibility of individuals sharing media to ensure they have obtained the necessary consents.

Occasionally Leisure Centre staff may wish to take photographs for promotional purposes, both of internal and external usage.

The images will only be used for Leisure Centre benefit and will not be used by outside organisations.

### **PARTY CANCELLATION POLICY**

We understand that sometimes cancellations may be necessary. To ensure fairness to all our customers and to cover incurred costs, please review our cancellation policy below:

- **Cancellations made 14 days or more before the scheduled event:** A full refund will be issued.
- **Cancellations made within 14 days of the event:** Unfortunately, refunds will not be provided unless extenuating circumstances apply.
- **Extenuating Circumstances:** In cases of emergencies or unforeseen circumstances, refunds may be considered at our discretion. Supporting documentation may be required.
- **Refund Processing & Administration Fee:** Refunds can be processed at site, or over the phone. Any refunds issued will be subject to a **£25 administration charge**.