

**Chichester and District Society of Model Engineers Ltd.**  
**Children's Party Booking Request Form**

- Our venue is suitable for children from 5 to 12 years of age. However, all children under 6 years old must be accompanied on the trains by an adult.
- The maximum number of children allowed at any event is 24.
- Adult helpers (over 18 years of age) must be provided by the event organiser in the ratio one or more adults for every 3 children.
- Parties can be on Saturdays or Sundays (but cannot coincide with other club commitments), morning or afternoon for a maximum of 2 hours (Times are 11am until 1pm and 2pm until 4pm).
- A deposit of £85 is required with this form to secure a booking. The remaining payment of £100 to be received no later than 14 days before the booking date.

<b>Party Organiser:</b>
<b>Address:</b>
<b>Tel. No.</b>
<b>Email address:</b>
<b>Details of party (including approximate number of partygoers):</b>

**The Party Organiser provides:**

1. All food and drink (no alcohol) for the event.
2. Crockery and cutlery
3. Sufficient helpers to maintain control at all times (at least one for every 3 children).

**The Society provides:**

1. An Officer of the Day in overall charge of operations and safety
2. A continuous train ride service for partygoers and helpers
3. The "Graham Room" in the main clubhouse for use of partygoers and helpers
4. Use of tables and chairs as agreed with the Organiser
5. Use of kitchen facilities including kettle, refrigerator, work surfaces and sink with hot/cold running water.
6. Toilet and hand-washing facilities
7. Stewards to control passengers on and off trains.

**Please note that in accordance with the law, smoking is prohibited in all our buildings.**

I hereby agree to abide by the above conditions and agree to deposit payment.	
Bank payment details: CDSME Ltd. Barclays Bank, Sort code:20-20-62, A/C no: 50783080 Please add your Surname and the word Party in the reference.	
Organiser:	Date:
Date of Party	Morning/Afternoon

Please send completed form to Birthday Party, CDSME Ltd, Blackberry Lane, Chichester PO19 7FS or email to partybookings@cdsme.co.uk.

Deposit of £85 to be paid electronically within 7 days of sending the party booking form. The deposit will only be refunded if the Society is unable to accept your booking but not if the Organiser cancels the party. Confirmation will not be sent until deposit payment has been received.

Final payment of £100 to be received no later than 14 days before the party date.

The party organiser is allowed on site approx. half an hour before the time slot starts to enable the putting up of banners, decorations, setting up of tables and party food.

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Confirmation of booking by the Society We have pleasure in confirming your booking and acknowledge receipt of your deposit for £85.

Treasurer:.....Date:.....