



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 25
- Adult helpers (over 18 years of age) must be provided by the event organiser in the ratio one or more adults for every 4 children.
- Parties can be on Saturdays or Sundays (but cannot coincide with other club commitments), morning or afternoon for a maximum of 3 hours (Times are 10am until 1pm and 2pm until 5pm).
- A donation of £165 is payable of which £35 deposit is due with the booking.

Party organiser:
Address:
Telephone number:
Email address:
Details of party (including approximate number of partygoers):

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 4 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 enclose deposit of £35 (cheques payable to CDSME Ltd.)		
Organiser:	Date:	
Date of Party:	Morning	Afternoon

Please send completed form with cheque to Birthday Party, CDSME Ltd, Blackberry Lane, Chichester PO19 7FS. The deposit will only be refunded if the Society is unable to accept your booking but not if the Organiser cancels the party. The balance of £130 should be sent 7 days before the party date to the Hon. Treasurer at the above address.

Confirmation of booking by the Society

We have pleasure in confirming your booking and acknowledge receipt of your cheque for £.....

The balance of £130 is due no later than

The officer of the day will be

Signed on behalf of the Society by() on.....