



Birthday Party

Contact Details:

Parents Name: _____ Childs Name: _____

Address: _____

E-mail: _____ Contact no. _____

Booking Information

Booking Area:

(please tick one box)

Sports Hall Activities Room All Weather Pitch

(Meeting Room will be included with booking to use for food and drinks)

Hall Size:

(Please tick appropriate box)

Full Hall/Pitch Half Hall/Pitch

Date and Time of Booking:



Party Information

How many will be attending: _____

What have you planned for the party

(please tick one box)

MLC Instructor Outside Instructor Company Hire

Other Please specify _____

If there is any outside instructor or the hire of bounce castle etc. please provide the name and contact number below

(Insurance Cert will need to be provide with outside instructors and companies if not already provided to MLC)

If you have any specific requirements please highlight below:



Rate & Method of Payment

<u>Area</u>	<u>Full Pitch/Hall</u>	<u>Half Pitch/Hall</u>	<u>Tick Appropriate Box</u>
Sports Hall (Friday)	€80.00	€40.00	
Sports Hall (Saturday)	€50.00		
All Weather Pitch (Friday)	€100.00	€50.00	
All Weather Pitch (Saturday)	€100.00	€50.00	
		Total:	

Payment type

(Please tick appropriate box)

Amount Paid: _____

Cash

Cheque

Credit Card

Declaration

I _____ hereby agree to the terms and conditions set out by Mitchelstown Leisure Centre and agree to its terms of usage. I acknowledge that no booking can be guaranteed until a full payment is made.

Signature: _____ Staff signature: _____

Date: _____

Birthday Party Rules and Regulations

- Booking is only confirmed upon full payment.
- Bookings are only for one hour and thirty minutes unless otherwise specified.
- All users should treat the facility in a considerate and proper manner.
- On Saturday bookings all children attending the party need to be collected by 1:50pm latest as the centre closes at 2pm sharp.
- If a booking is made for an MLC Instructor the maximum number of children that can be accommodated is 20.
- Outside food may be brought in and consumed on the premises but all rubbish is your responsibility to clean up and dispose of in the correct manner.
- It is the responsibility of the person making the booking to make sure there is adequate supervision for all children attending the centre.
- It is the responsibility of the person supervising the children to make sure the elevator is been used appropriately.
- Only non-marking sole runners / footwear may be worn in the Sports Hall.
- Under no circumstance can high-heeled shoes, boots or sandals or any type of outdoor footwear that may damage the surface of the floor be worn in the sports hall.
- Please ensure that your runners / footwear are clean before entering the Sports Hall.
- In the All Weather Pitch boots with steel studs are strictly prohibited as are trainers, flat-soled shoes or boots. Only runners, moulded studs or moulded blades.
- For booking on the All Weather Pitch footwear must be cleaned before entering the facility.
- Under no circumstances can food or drinks be consumed in the Sports Hall/All Weather Pitch.
- Any spillages or marks should be reported to a member of staff.
- There is strictly NO CHEWING GUM allowed on the premises.
- No furniture or equipment can be moved around or out of the sports hall, if this is required please report to a member of staff.

- In the sports hall users are prohibited from hanging on the basketball rim, pulling on the basketball rim, dunking etc. for your safety and the safety of others. Individuals who dunk or hang, etc. or violate this policy in any manner will automatically be asked to leave the facility
- It is prohibited to climb on or swing from any of the goal frames in the Sport Hall/All Weather Pitch.
- MLC staff will carry out spot checks on groups and individuals to ensure that the rules are being adhered to.
- If there is a need to cancel the booking MLC need to receive 7 day's notice, if short notice is given or the booking is a no show you are liable for full payment.

General Rules:

Consideration of membership and bookings are at the discretion of MLC.

- Membership is non-transferable and any person found using a member's membership card shall be removed from the premises immediately and the card confiscated. Re-issue of the membership card will be subject to an administration fee.
- No person shall be admitted into the Facility without wearing the appropriate attire (including footwear) for that activity or as directed by the management
- Users shall not, while suffering from an infectious disease, enter or use the Facility, nor shall any person be admitted to the Facility when, in the opinion of Management, in an unclean state or under the influence of alcohol or drugs.
- Users are not permitted to access Facility areas outside those required for use of the Facility.
- There shall be no changing in any place other than the designated changing rooms.
- The usage of mobile phones is prohibited in the changing facilities and spectators' area.
- The usage of recording devices is prohibited in the entire complex, unless prior approval has been granted by Management.
- Disorderly behavior of any kind, including excessive noise, running in the building, or otherwise causing a disruption to the peace and order of MLC.
- Vandalizing or defacing materials or property including equipment, furniture, walls or any other aspect of MLC is not permitted.
- Removing materials, equipment or property from the building without authorization.
- Harassment of MLC members or staff, either verbally or physically. This may include verbal abuse, use of profanity or other abusive language, intimidation, staring at or following

another person within the facility, sexual harassment or harassment on the account of race, religion, ethnic background, gender or sexual orientation.

- All bicycles must be secured at the racks provided at the front of the Centre.
- Use of skateboards, in-line skates, roller skates outside the facility grounds.
- Failure to clean up after oneself while using any part of the facility is not acceptable.
- NO smoking or use of tobacco products within MLC.
- Selling products or services, soliciting for personal gain; or approaching guests for the purpose of obtaining signatures for petitions within the building is not allowed.
- Approval must be obtained in advance from the Manager, to post or distribute material or literature
- Using a cellular telephone, audible pager, audio equipment, audio-visual equipment, or computer equipment so that it disturbs others.
- Abandonment of individuals, both adults and children, who are unable to take care of themselves. A responsible adult (18 or older) must attend children under the age of 16.
- Please do not leave personal property in the facility unattended. All property must be stored in a locker or designated areas within the gym. Lockers located on the second floor are day use only. Any items left overnight will be confiscated.
- Patrons with any known medical condition or injury should consult with their doctor before participating in any form of exercise.
- All patrons must complete a Health Screening Form before using our facility.
- Any group / individual found in breach of these rules will have their bookings suspended until further notice or in certain cases cancelled.
- MLC expects Managers / Group Leaders / Tutors to explain these rules clearly to all group participants / students before using the facility.
- Management does not accept responsibility for any illness or injury resulting from use of the facility at Mitchelstown Leisure Centre.

Car Park Rules and Regulations:

- A speed limit of not more than 10kph must be observed by any vehicle within the premises of MLC.
- Cars must not be parked at any of the entrances or exits or in any way inconvenience other users.
- MLC does not accept liability for loss of or damage to any motor vehicle or its contents.

- Parents should ensure that children waiting outside the facility do not run around the entrance to the facility, car park, overflow car park and auditorium area as this poses a potential danger for children and vehicles. In the event that staff witness children playing in this area they should inform the children's parents.

All rules are subject to change by MLC. The non-enforcement of any of the Rules is not a waiver of the Rules and shall not prejudice MLC taking any subsequent action.

Surname: _____ **First name:** _____

Instructor: _____ **Date:** / /