

Terms and Conditions for the Itchen College Community / Do-It-Yourself Party Venue

These Terms and Conditions ("Terms") govern your use of the venue space provided by Itchen College Community for hosting a DIY party ("Event"). By booking the venue, you agree to comply with these Terms. Please read them carefully.

1. Venue Use and Responsibility

- You will be provided with a blank space to set up for your event. It is your responsibility to organise and manage the setup of the space for your party.
- We will provide up to **40 chairs** based on your guest number. Please ensure the chairs are returned to their original position at the end of your event.
- If you require more chairs, you will need to notify us at least a week in advance
- No additional equipment, goals, including tables, sound systems, or decorations, will be provided. You must supply all equipment yourself.

2. Safety and Supervision

- You assume full responsibility for the safety of all guests attending the event and for any equipment that you bring to the venue.
- All event types will be reviewed with you during the booking process to ensure they are suitable for the venue.
- Our staff will not take responsibility for your event but will be present for emergency purposes.

3. Food and Beverage Policy

- Food is **not permitted** within the activity venue space as per college policy. Guests are welcome to bring water, and we recommend participants bring their own water bottles during fun activities.
- Please confirm the arrangements with us in advance, regarding the number of children attending so that we can arrange the correct seating. For more than **24 children**, additional setup fees may apply.

4. Delays and Setup

- Any delays in starting or setting up your event will reduce the time available for your event, as we may have other bookings.
- If additional time is available, we will charge a higher fee for the extra time, subject to availability.
- The event must end on time to avoid disruption to subsequent bookings. If the event overruns, additional charges will apply, and extensions may not be possible.

5. Equipment Use and Restrictions

- You are responsible for providing **all equipment** for your event, including any sports or activity-related items (e.g., balls, goals).
- **Basketball hoops** on the walls are available for use. We recommend inspecting the venue beforehand to ensure suitability.
- **Climbing walls** and mats are strictly off-limits unless supervised by trained professionals with the correct equipment, we will require proof of this in advance.
- If you require music, you must bring your own **speakers** and **music**. College staff cannot loan equipment or play music for unsupervised events.

6. Booking Time and Flexibility

- Your booking includes **setup and clean-up** time. Please ensure that all activities are completed within your allocated time.
- If you anticipate needing more time, please request it in advance. If available, additional time will incur extra charges.
- **Overrunning your booking** without prior arrangement will affect subsequent bookings and may incur substantial additional fees. Flexibility is limited by the schedule of other events.

7. Decorations

- You may decorate the venue but must **avoid using tape or sticky tape** to prevent damage to the paintwork.
- We recommend using string, ribbon, or alternatives to blue-tack. Avoid placing items on the walls to protect the paintwork.
- We are happy to provide suggestions on suitable decoration areas, and you may visit the venue beforehand to assess the space.
- Any damage caused to the venue by decorations will result in charges for repair or replacement.

8. Clean-Up

- You are responsible for cleaning the venue following your event within the **allocated time**.
- We provide **cloths, brooms, and bins** for cleaning, but you must ensure that all food, waste, and mess (e.g., cake icing) is thoroughly cleaned.
- Please dispose of liquids in the toilets and rinse sinks to avoid sticky residue.
- **Confetti and confetti balloons** are not permitted unless agreed upon in advance with an additional charge, as they create significant mess and are difficult to clean within the allocated time.

9. Parking and Vehicle Use

- Parking is available in a designated area within the public car park. **No vehicles are allowed** on footpaths or grassy areas.
- Any damage caused by parking in unauthorised areas (e.g., damaging grass or requiring a tow) may result in charges for the repair of the grass or vehicle recovery.

10. Liability for Damage

- You are fully responsible for any damage caused to the venue property during your event. The person booking the event will be liable for the cost of repairs or replacements.
- You will be charged for any damages incurred during the event, and the cost will be the responsibility of the event organiser. It is your responsibility to determine how the charges are passed on to others if needed.

11. Miscellaneous

- Itchen College Community reserves the right to amend or update these Terms and Conditions at any time. Any changes will be communicated to you in advance of your event.
- By booking the venue, you acknowledge that you have read, understood, and agreed to comply with these Terms and Conditions.