



Y Centre

St Pauls Road
St Leonards,
East Sussex TN37 6RS

Tel: 01424 429677
ycentre2015@gmail.com
www.ycentrehastings.org.uk

Party Booking Form

For (Childs name)

Age of Child

Party date

Party Start time

Approx. number of under 18s.....

What type of party would you like? (Please circle) **Roller disco** **Football**

Any special requests or requirements? Tell us here

Hirers Name

Address

Contact number (s)

Postcode

Email Address

Skating parties cost £190.00 for one and a half hours for up to 32 skaters, with skate hire if needed. Football parties cost £160 for one and a half hours for up to 20 players. This includes invitations, and the use of our kitchen to prepare party foods etc. An oven is also available, please let us know in advance if you need to cook food. You can arrive **15 minutes** prior to the start time to set up. We kindly ask you to not come any earlier than **15 minutes** before the start time. We also allow 15 minutes at the end of the party to clear down. Please take your recycling away at the end of the party.

Thank you!

Hirer's Signature

Date

Reviewed July 2025



Party Letting Policy

Updated July 2025

All hirers are required to complete a Party Letting Agreement, before the proposed letting.

The hirer shall be responsible for and will keep the Y Centre indemnified against all damage, loss, injury or fatalities, which may occur to any persons arising directly or indirectly from the use of the premises hired, whether such damage or injury arise accidentally or otherwise, except liability for injury or fatalities resulting from the negligence of the Y Centre. The hirer is responsible for informing everyone attending their activity/course of Health and Safety requirements, e.g. how people would evacuate the building in an emergency/position of fire exits/extinguisher/s.

A minimum of one months' notice is required from either party, to cancel any booking.

Cancellations within a months' notice will be charged to the hirer unless evidence of exceptional circumstances is provided. 1 week - full payment is required, 2 weeks - 75% payment is required - 3 weeks the deposit will be retained or if not yet paid 50% will be required.

The hirers are responsible for returning the facilities to an acceptable standard after use and removing any recycling they produce.

The hirer shall not sub let the premises or reassign use to a third party without prior consent from the Centre's staff.

All hirers can arrive 15 minutes prior to the start time of the party to set up, **NO EARLIER**, and have 15 minutes after to clear up.

Alcoholic drinks can only be admitted to the building with the prior consent of the Manager.

We are a non-smoking site. Smokers will need to leave the grounds to smoke.

Hirers and their guests should try to avoid parking in St Paul's Road and use our Car Park wherever possible.

The Board of Trustees reserve the right to alter the conditions of hire at any time.

Party hosts providing external services ie, Face Painters, Bouncy Castle, Entertainers, Musical Equipment MUST adhere to the following conditions;

- The hirers or the hirer's agents will be required to demonstrate evidence of valid public liability insurance.
- All electrical equipment is required to be PAT tested.
- Where the hirer intends using a bouncy castle or any other inflatable a relevant Public Liability policy and registration to PIPA are essential and must be produced at the time of payment.

Name (PRINT)

Signature Date



The Y Centre YMCA Hastings



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the_y_centre

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