

PARTY GUIDANCE & CONDITIONS

The cost is £75 for the hire. This covers the cost of paying a staff member to attend and a small amount towards Doorstep's running costs. Thank you for your payment.

Your booking is for 3.5 hours. Your party should end at least half an hour earlier to give you time to clear up.

The Doorstep staff member will show you where things are and will remain on the premises to be available if you have any problems. The staff member is not expected to clear up; this is the responsibility of the hirer. The centre will check at the end of the hire to ensure that it has been left as it was found.

You are welcome to use any of the activities that are out. The Doorstep staff member can get out additional toys/activities for you but you will need to make sure that these are all cleared away properly at the end of the party. Please do not go into the store area without the Doorstep Staff member. Children are not allowed in the store room and the door should be shut at all times.

You can use the kitchen and the catering equipment. Use of oven/cooker is £10 extra hire. Please remember children are not allowed in the kitchen at any time and the gate should always be shut.

Please use the following checklist for clearing up at the end of the day:

Kettle/Urn turned off

All Dishes etc washed up, dried and put away and/or dishwasher running

Toys packed away

All activities and toys from the storeroom returned

Tables cleared and furniture returned to its original position

Floors swept and **mopped**

Outside toys all away and sandpits covered.

Toilets clean & tidy

Please leave the centre as you found it.

If you have any questions please call Fiona on 01865 727 721.

Hope you have a great time!

supported by



REG. CHARITY NO: 1144821
COMPANY NO: 7720385

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Children's Centres
for families in Oxfordshire