



## RULES AND REGULATIONS FOR HOLDING PARTIES AT W.P.P.S.: -

1. The cost of hiring Westville Pre-Primary School premises for a child's birthday party is **R800.00** (payable within 2 weeks of booking venue) This will include the services of one of Westville Pre-Primary School's domestic staff - duties listed below.
2. Please note that in the unlikely event of our staff member not arriving for your party, due to transport problems or unforeseen circumstances, you will be refunded R150 of the booking fee. Please ensure that all the rules are followed especially where the staff member would normally be assisting. Our staff are very reliable and it would only be an unavoidable emergency that would prevent them from arriving.
3. As we have After-Care facilities until 5 p.m., the premises are only available for hire over the weekend and during school & public holidays. **The morning parties are from 10 – 12** and the **afternoon parties are from 2 – 4**. Should there be two parties on the same day, this allows for time to tidy up in-between the two parties.
4. The kitchen and lower washroom will be made available, but the rest of the School will remain locked. You may have the use of chairs & tables.(these will be found stacked in the washroom). A plug point is available for your use.
5. Parents are responsible for fetching a set of keys, on the Friday before the party and returning them on Monday. Our staff members do not have keys for the school so please ensure that you lock up properly when the party is finished. This includes setting the alarm for the beams and kitchen area from the remote included with keys. **Staff will assist.**
6. To prevent injuries and protect school equipment, please ensure that children are properly supervised: -
7. RULES:
  - **NO SMOKING** on the premises – we are a smoke free zone
  - No throwing of stones/sand or playing with sticks
  - For safety reasons, no climbing on the outdoor apparatus with shoes on;
  - Limit the number of children on the large hanging tyre swing (on mango tree) to 2, and make sure that they do not twist it round and round as fingers can get caught in the chain;
  - No climbing on our two green covered troughs and water trough;
  - No picking of flowers or breaking plants;
  - Once all the children have arrived it is a good idea to lock the cycle track gate to ensure that no children wander into the road;
  - **NB! Sandpit cover – please remove before the party and replace afterwards. No child may walk or stand on the cover (children tend to think it is a trampoline). Any damage and resultant repairs required will be for your expense.**
8. Once the party is over, please stack all tables and chairs back in the washroom  
Make sure that the windows are shut and taps are turned off, all the toilets have been flushed and that the floor is clean. Please do not leave nappies in the rubbish bins. **Staff will assist**
9. All papers and litter should be cleaned up and the area should be left neat and tidy.
10. Rubbish bags must be sealed and left in the large bin outside – please secure with the cords provided to

prevent the monkeys rummaging through the rubbish and scattering it everywhere.

11. **The kitchen, toilet and driveway gates must also be locked and the kitchen alarm and beams activated – NB NB NB Staff will assist**
12. If any equipment is damaged, please report it to the Principal when returning the keys. Any damage to school equipment resulting from lack of supervision will be repaired / replaced at the cost of the person hiring the premises.
13. Certain cupboards are locked with cable ties. PLEASE DO NOT CUT the cable ties as the contents are not for party use.
14. Please bring tea towels to dry the dishes as well as a hand towel for the bathroom.
15. We recommend that you employ a car guard for the duration of the party.

### Staff Duties

The staff member that is working at your party will perform the following duties :

1. They are available from 9 – 1 for a morning party and 1 – 5 for an afternoon party
2. Help set up for the party and clear away afterward
3. Wash dishes and clean kitchen & bathroom.
4. Remove sandpit cover and replace after the party
5. Assist with any other queries

We hope you enjoy your party

**N.B. IT IS YOUR RESPONSIBILITY TO COLLECT KEYS & REMOTE FROM THE OFFICE THE FRIDAY BEFORE THE PARTY**

<b>Date &amp; Time of Party</b>	
<b>Name &amp; Age of birthday child</b>	
<b>Contact person</b>	
<b>Contact Number</b>	
<b>Email Address</b>	
<b>How did you hear about our venue?</b>	

I hereby acknowledge that I have read the Rules and Regulations regarding birthday parties at Westville Pre-Primary School and agree to abide by them.

NAME: \_\_\_\_\_

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

**Receipt No.**

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