

Bouncy Castles

- **If you wish to hire a bouncy castle, permission is generally permitted** but must be requested at time of hire.
- A copy of the company's public liability insurance will be required before any equipment is set up and used on the premises.
- We have several companies on file already and can provide their information upon request.
- There is generally room for a 12ft x 15ft castle and to set up an area for food / eating.

Catering

- You are very welcome to self-cater for your party.
- **Access to the kitchen is not available**, however use of a microwave and jugs of hot or cold water can be provided if requested in advance.
- If you would like to discuss the possibility of catering from Willow Coffee Shop please contact Claire directly, either in person at the coffee shop or by email willow@riversidecentre.org

General

- Decorations may be placed on the wooden doors, windows or walls using 'blue tack'. Self-adhesive decorations must not be used on any surface.
- Chairs and tables are available as part of your hire agreement for use during your hire period.



Accessible

- On street parking is generally available outside the centre.
- Alcohol is not permitted on the premises

Further information, terms and conditions relevant to your booking will be detailed on your hire agreement.

Happy to help! Please ask if there is anything else we can assist with.



Riverside Community Association limited
'working for the community, with the community, in the community'



Children's
Parties
at
the
Riverside
Centre

We're delighted that you're interested in booking our venue for your child's party.

Our main hall is available

Saturdays

Any 2 hours between 12.30pm – 5.30pm* - £ 70.00

Any 3 hours between 12.30pm – 5.30pm*. - £100.00

Weekday daytime - during school holidays only*

Any 2 hours between 11.00am – 4.00pm* - £ 70.00

Any 3 hours between 11.00am – 4.00pm*. - £100.00

Need a little more time? *

£15 per extra 30 minutes required.

Sundays

Available 3.30pm – 6.30pm* only - £100.00

Our Coffee Shop Area is available

Weekday Evenings between 3.00pm – 7.00pm*

£25.00 per hour

Saturdays between 1.00pm – 5.30pm*

£25.00 per hour

Sundays between 12.00pm – 6.00pm*

£25.00 per hour

Combined Rooms

Lots of guests? Need a little extra space?

Hire our coffee shop and main hall together

Saturdays*

Between 1.00pm – 5.30pm* £40.00 p.h

Sundays*

3.30pm – 6.30pm* only £40.00 p.h

* All venue hire is subject to availability and terms & conditions outlined in our hire agreements.

Frequently Asked Questions

Booking

To make a venue hire request either

- Fill in a venue hire request form available in the foyer and hand in to the reception office.
 - Contact Jo on 020 8669 9050
 - Email mail@riversidecentre.org
 - Online www.riversidecentre.org and fill in a booking request form.
- We aim to respond to your venue hire request within 4 working days, generally on a Monday, Wednesday or Friday.
 - Provisional bookings can be made if requested at least 30 days before the required hire period. The provisional booking must then be confirmed within 5 working days.
 - Once you are ready to make a confirmed booking, we will provide a hire agreement which must be completed and returned to us within 5 days.
 - **Time required to set up / clear away should be considered** as access to the agreed hire space will not be allowed before the agreed hire period. If necessary, up to **15 minutes will be allowed at the end of the party** for you **to continue to clear away** and vacate the centre before extra charges apply.

Payment

- **A part payment of £25.00**, payable in person by cash or debit card or online by bank transfer, is required at the time of booking to secure your booking and cover administration fees. **This payment is non-returnable if your confirmed booking is cancelled within 21 days of your hire period.**
- **The remaining balance** will be due at least 7 working days in advance of your hire period on or before the date stated on the hire agreement. The remaining balance may be paid in person by cash or debit card or online by bank transfer. If you do not pay the charges in accordance with these conditions we, Riverside Community Association Limited, reserve the right to cancel your booking without incurring any liability.
- **An additional deposit of £150**, payable in person by cash or debit card or online by bank transfer, is required for all weekend hire and is also due at least 7 working days in advance of your hire period (a date will be stated on the hire agreement). This deposit is separate to any hire charges due. Deposits paid in cash are returnable on the next working day. We will attempt to refund deposits paid by card or bank transfer within 10 days. Failure to adhere to terms and conditions of the hire agreement may result in part or all of the deposit being retained.