

TODDLER HUT PARTY USERS GUIDE

Contact toddlerhut@yahoo.co.uk for party bookings

Please read the following and **comply** with **Party Rules**. Failure to comply with the below agreed Rules will result into exclusion from the Party Users list!

- ✚ A kitchen is available for your use with a fridge, kettle, microwave, mugs and a coffee machine. Please bring your own water, milk, tea bags, coffee, rubbish bags, etc.;
- ✚ It is your responsibility to ensure safety at your party;
 - First Aid Box and Fire Blanket are attached to the wall in the kitchen;
 - Please report any incidents in the blue book located on the notice board;
 - A list of Emergency Phone Numbers is located on the notice board.
- ✚ Please don't stick anything on the walls. Use the strings attached across the ceiling to hang banners or balloons;
- ✚ No party poppers are allowed on the Toddler Hut premises, neither inside nor outside;
- ✚ Chairs are kept in the bathroom.
- ✚ It is your responsibility to ensure that toys, furniture and equipment are not abused, e.g.: no climbing on the roofs of the houses, no taking toys home or breaking them, etc.

After your party is finished:

- ✚ Both indoor and outdoor areas should be cleaned up properly (vacuum cleaned and floor mopped);
- ✚ Tidy away all the toys in the appropriate places;
- ✚ Tidy the kitchen and wash any cups used and place back in the cupboard, etc. Clean and turn off the coffee machine, kettle and microwave if used;
- ✚ Sweep up any food, etc, that's on the floor or on any surface. A broom, a mop and buckets can be found in the kid's bathroom, the vacuum cleaner in the cupboard underneath the baby changing station.
- ✚ Take down all decorations and dispose of the balloons (they can be a serious choking hazard for smaller children);
- ✚ Any rubbish should be disposed off in the outside bin, *especially diapers*. Please don't leave excess rubbish bags if bin becomes full, take them to the other bin (the closest one is near the boat club);
- ✚ Don't turn air-conditioning units off;
- ✚ Turn off the outdoor fans;
- ✚ Turn off the lights;
- ✚ Make sure that sliding doors and front door are properly locked;
- ✚ Deposit the keys into the key drop box outside Toddler Hut once you have locked up.

Enjoy your party at Toddler Hut!