



CHILDREN'S PARTIES

The Garden Room at North Bank, part of Muswell Hill Methodist Church, is a very popular venue for holding children's parties, and this sheet sets out the terms and conditions for such bookings and attempts to answer hirers' most frequently asked questions.

The Garden Room

This is a large room with two bay windows and French doors out on to the lawn. The room has plenty of tables and chairs, including small plastic tables and chairs suitable for very young children, and use of these is included in the hire charge. There is a well-equipped kitchen across the corridor with a serving hatch.



The Grounds

The French doors open out on to the North Bank Estate, ten acres of varied grounds in Muswell Hill. The Estate includes Muswell Hill Methodist Church, the Guy Chester Centre (a halls of residence for young people and a conference centre), the Tennis Club, the Paddock (a sheltered housing complex for the elderly) and the Meadow (a residential home for the elderly) - whose visitors and residents all use the grounds.

You are welcome to go outside providing the weather hasn't been too wet but you must supervise your children very closely at all times. The grounds are extensive, have unfenced ponds in the wilder areas, and a number of different exits that are often open. Please do not play boisterous ball games on the lawn outside the Garden Room, or allow your children to climb trees or trample on the flowerbeds. Make sure you pick up any rubbish.

Music

There isn't a sound system in the room, but you are welcome to bring a CD player or an iPod with speakers if you want to play music. Please be sensitive to our neighbours if you play music very loud and have the doors and windows open!

A few don'ts ...

Please don't put blue tack or sellotape directly on the walls – if you want to use decorations, these can be festooned from the window catches or stuck on the glass. Helium balloons with long strings are another good alternative that look very effective.

You are not allowed to bring alcohol on to the premises – as North Bank is a Methodist building, this is strictly prohibited by our constitution.

Please don't bring buggies inside (unless it's just one or two that contain sleeping babies!) – if there are too many buggies in the room or the corridors, this is a health and safety hazard that could block your escape in the event of a fire.

For insurance reasons, we don't allow private parties to have bouncy castles.

Availability

The Garden Room is available to hire for parties on Saturdays from 2pm until 9.30pm. Access to the room for setting up is possible from 1.30pm, but your party cannot start before 2pm.

This is a very popular venue that gets booked up several months in advance. The venue is most suitable for parties for pre-school and primary school age children – we are reluctant to take bookings for teenage parties unless there is a very high level of adult supervision.

Cost

The hourly rate for the Garden Room is £36. The hire charge includes a 'free' 15 minutes at either end of the booking for setting up and clearing away – so if you hire from 2-5pm, you will only pay for 2.5 hours. If you are just plating up food or making hot drinks for adult helpers, then we don't charge extra to use the kitchen. However, if you want to use the oven – for example, to cook pizzas – then we charge an additional £10 per booking.

The Booking Process

To enquire about availability, please email lettings@mhmc.org.uk or call and leave a message on 8365 2466, the church office phone number. You can provisionally reserve a date for a few days if you need to book an entertainer.

- Once you have confirmed the date, we ask you to fill in a booking form and return it with 25% of the hire charge as a deposit that is non-refundable if you subsequently cancel.
- Please make cheques payable to Muswell Hill Methodist Church.
- You will then be invoiced for the balance a few weeks before your party, and we ask you to pay this 7 days before your booking.

Our booking process is run by volunteers, so please be patient if you don't get an immediate response.

On the day ...

A volunteer from the church will meet you at the agreed time to let you in to the building and show you where everything is. For parties, we use the door under the large wooden porch rather than the entrance to the church, which remains locked from the outside. However, this door can be opened from the inside by pressing the button on the frame – this may be helpful if you need to use the disabled ramp into the building.

You are welcome to use the car park if there are spaces – please park sensibly and don't block the gates into the garden or the access ramp to the church.

At the end of your party, a volunteer will come to check the building before you leave, and lock up after you. Please ensure that you have booked enough time after your party actually finishes to do the clearing up to avoid keeping them waiting. We ask you to leave the room as you found it, including sweeping/mopping the floor if necessary, and to take all your rubbish home with you as we don't have the capacity to dispose of it.

