



Children's



Birthday Parties



Mycenae House
and Gardens



PARTY Time

If you have a children's party to plan then we invite you to come and share your party fun and make memories for your children in our Basement Hall and Large rooms which are ideal spaces for all ages.

Our **Basement Hall** provides a perfect blank canvas and has been the backdrop for an array of themed parties ranging from dancers, princesses, pirates, superhero's, scientists, spies, witches and many more.

Whether you want to provide your own food and entertainment or hire in the professionals to take care of everything, our versatile spaces will allow you to create the perfect party and memories for your little one.



"... The children had a great time at the party at Mycenae. It was a doddle to organise with you and thank you so much for the recommendations for entertainers and the food. The adults had a great time too thanks to the bar being open. **Chloe Coombes**

Just a quick email to say that we had a great time on Saturday. The party went really well. But this is also thanks to you and your colleagues for providing fantastic service. Everything was so well organised, e.g. Venue, cleanliness, tables etc. My husband and I were really impressed. **Judith Beenders.**

Mycenae House Room Rates	Weekday hourly rate		Saturday hourly rate		Room capacity (Max. Kids & Adults)
	09.00 - 17.00	17.00 - 20.00	09.00 - 17.00	17.00 - 20.00	
Basement Hall	£30.00	£38.50	£42.00	£55.00	60
Large Room 15	£21.00	£29.50	£30.00	£42.00	40
Medium Room 2	£18.00	£23.00	£24.50	£33.00	20

We know that Food plays a really important part in making a party go off with a bang. Let us supply the food or recommend a caterer for your party whatever the budget.



Kiddy Kitchen are a preferred caterer at Mycenae House and could provide you with a stunning spread. Alternatively you can bring your own catering and if needed we have a kitchen available to hire for £60.



You can decorate the rooms with balloons, bunting or backdrops to add a themed feel or personal touch. Please use white-tack to adhere items to walls to ensure no damage to the paintwork occurs. Disco's are possible however please be sure to discuss this with us first.

- Party Entertainers we recommend:-
- Punk Me Up Buttercup
 - Diddi Dance
 - Sara Williams Drama
 - Theatrebugs
 - Theatre Tots
 - Urban Angels Facepainting

To discuss your ideas and find out availability please call Anna at Mycenae House on 020 8858 1749 or email info@mycenaehouse.co.uk

Mycenae House

VANBRUGH COMMUNITY ASSOCIATION

Mycenae House, 90 Mycenae Road, Blackheath, London SE3 7SE

www.mycenaehouse.co.uk info@mycenaehouse.co.uk Tel/Fax 020 8858 1749

Registered Charity No. 1085503 Company Number 4149483

BOOKING REQUEST FORM FOR PRIVATE USE OF FACILITIES

TYPE OF FUNCTION

If Child's Party - CHILD'S NAME + AGE OF THE PARTY.....

DATE REQUIRED

ROOM/S REQUIRED

NUMBER OF PEOPLE ATTENDING: Adults Children

ENTRY REQUIRED AT am / pm

FUNCTION TO START am / pm TO FINISHam / pm

LICENSED BAR TO START am / pm TO FINISH am / pm

KITCHEN (if required) FROM am / pm TO am / pm

ANY SPECIAL REQUIREMENTS PLEASE SPECIFY

I / WE WISH TO APPLY FOR USE OF THE ABOVE FACILITIES AND AGREE TO ABIDE BY THE TERMS AND CONDITIONS FOR THE USE OF THE HOUSE

By completing this form you are agreeing to Vanbrugh Community Association collecting and storing your details for the sole use of administering your booking for up to 6 years after the calendar year to which they relate in line with GDPR.

NAME

ADDRESS

TEL NO (day).....(eve)..... E-Mail.....

SIGNED DATE

If you would like us to keep you informed of future events, special offers & updates about Mycenae House unconnected to your booking please tick the box below and provide us with your details. You can unsubscribe at any time by contacting info@mycenaehouse.co.uk.

Yes, please inform me of future events Name..... E-Mail.....

Information about how we collect and store data is available from our website at www.mycenaehouse.co.uk/dataprivacy.html

For office use only

DEPOSIT RECEIVED (Amount) DATE

BALANCE RECEIVED (Amount) DATE

RETURABLE DEPOSIT RECEIVED DATE

TERMS AND CONDITIONS FOR ROOM HIRE FOR PRIVATE FUNCTIONS.

1. The Booking

- 1.1 Where a provisional booking has been made:
- a completed application form must be returned within 28 days of the date of the provisional booking or the booking will be cancelled.
 - the completed application form must indicate the number of people attending the function and must not exceed the maximum capacity.
 - time required to set up the Hall is chargeable.

2. Payment

- 2.1 To secure the booking a non-returnable deposit of 50% of the total hire charge should be sent with the application form. The balance of hire charges must be paid in full not later than 28 days before the date of the function, plus a returnable deposit of £50. Please note, the returnable deposit will be returned as a cheque by post following the event minus any damages/corkage/cleaning charges.
- 2.2 Full repayment of the deposit to the hirer will be subject to:
- a) no additional charges remaining outstanding e.g. corkage, equipment hire
 - b) no damage being found to the building or furniture and/or fittings after the function
 - c) no breaches of any of the Terms & Conditions listed here.
- 2.3 Cheques should be made payable to **Vanbrugh Community Association**.
- 2.4 The option to pay by credit/debit card is available 9.30am to 5pm Monday to Friday in person only and payment via bank transfer is possible.

3. Cancellation

- 3.1 Where a booking is cancelled less than 28 days before the date of hire the Association will retain 100% of the full hire charge. For cancellations made more than 28 days before the date of hire, the Association will retain the 50% deposit only.
- 3.2 If the Association considers that the hiring is likely to prove of an objectionable or undesirable nature or contrary to the purposes stated on the application form, the Association shall have the power to cancel the event without payment of compensation and shall have the right to retain the hire charge.

4. Licensed Bar

- 4.1 All licensing laws must be observed.
- 4.2 Wine and/or champagne may be brought in by prior arrangement only, and a corkage charge of £3.00 per 75cl bottle will be levied on all bottles opened. This charge will be deducted from any returnable deposit payable after the event.
- 4.3 With the exception of 4.2, alcohol must not be brought onto the premises by the organisers or their guests. It is the responsibility of the event organisers to ensure that this condition of hire is not contravened by their guests.
- 4.4 If the hirer wishes to pay for some or all drinks of their guests, this should be discussed at the time of booking. Payment in advance will be required if this arrangement is requested.
- 4.5 The bar is only available during normal licensed hours i.e. 11pm with last orders at 10.50pm.

5. General

- 5.1 The Association is only obliged to provide access to facilities actually booked and will allow other users access to other facilities in Mycenae House at the time of a function.
- 5.2 Hirers must be aware of the need to control the levels of noise inside and outside Mycenae House, especially when leaving the premises, and must comply with all noise abating requests made by staff of the Association.
- 5.3 Marquees are not permitted.
- 5.4 Amplified music or Public Address systems are not allowed in the grounds at any time.
- 5.5 All music and entertainment must cease by 11 pm.
- 5.6 Hirers are responsible for the behaviour of all persons attending their function both inside and outside the building.
- 5.7 If children are present at a function, the hirer must ensure that there are sufficient adults to maintain efficient supervision and order. Adults accompanying children will be held responsible for their behaviour.
- 5.8 In no circumstances can the piano be removed from the main hall.
- 5.9 No decorations are to be fixed to the walls with pins or sellotape as this is detrimental to the decoration of the hall, decorations may only be displayed using the existing hooks provided,
- 5.10 Candles, smoke machines or any pyrotechnics including fireworks and Chinese lanterns are strictly prohibited inside or outside the premises.
- 5.11 It is the responsibility of the hirer to ensure that any items brought to the premises, e.g. hall decorations, catering and crockery, are removed from the premises promptly at the end of the function unless storage is pre-arranged.
- 5.12 Any costs incurred as a result of damage to furniture/fittings, the building (internally or externally) exceeding £200 are to be met by the hirer.
- 5.13 The Association is not responsible for personal property left on its premises.
- 5.14 Responsibility in the event of an emergency remains with the hirer, not with the Association.
- 5.15 Hirers must comply with VCA's procedures on recycling.

6. Noise

- 6.1 Amplified live bands are not usually permitted - please talk to us about restrictions.
- 6.2 In order for us to maintain a harmonious relationship with our neighbours, our Main Hall is fitted with an in-house sound system which is pre-set to maximum volume levels and this is the only equipment permitted for use.

Please note it is the responsibility of the hirer to notify any entertainer booked for your event at Mycenae House that our premises are fitted with this equipment.

- 6.3 All windows and doors in the Hall must be closed when music is playing.

I have read, and agree to abide by, the Terms and Conditions for Room Hire for Private Functions.

SIGNED:

DATE:

