Mycenae House
& Gardens

Celebrate with us

Children's Parties

at Mycenae House



www.mycenaehouse.co.uk

Children's Parties at Mycenae House

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 which is an ideal space 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.

You can bring your own catering and soft drinks, see Terms & Conditions regarding alcohol.

You can decorate the rooms with balloons, bunting or backdrops to add a themed feel or personal touch. Please use blue-tak to adhere items to walls to ensure no damage to the paintwork occurs. Please take away any helium gas canisters you bring as we are unable to dispose of these. Bouncy castles and discos are permitted in the Basement Hall however please discuss this with us first.



	Weekday hourly rate		Saturday hourly rate	Max. Capacity (Kids & Adults)
	09.00 - 17.00	17.00 - 20.00	09.00 - 17.00	
Main Hall	£60.00	£84.00	£85.00 (minimum of 4 hours hire)	100
Basement Hall	£39.00	£53.00	£55.00	60

Please note there is no Sunday availability as building is closed
Prices correct as of 1 April 2025

To discuss your ideas & find out availability please contact Anna on 020 8858 1749 or info@mycenaehouse.co.uk

"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."

".... 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!"







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 FINISH .....am / pm

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

KITCHEN (if available) 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

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For office use only

DEPOSIT RECEIVED (Amount) ..... DATE .....
BALANCE RECEIVED (Amount) ..... DATE .....
RETURNABLE DEPOSIT RECEIVED ..... DATE .....

TERMS AND CONDITIONS FOR ROOM HIRE FOR CHILDREN'S PARTIES.

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**. Payment via bank transfer is possible, please ask for details.

2.4 The option to pay by credit/debit card is available 9.30am to 5pm Monday to Friday in person only.

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 £4.00 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 agreed in advance.

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 No decorations are to be fixed to the walls/ceilings/floors with pins or sellotape as this is detrimental to the paintwork of the hall, decorations may only be displayed using the existing hooks provided or blue tak.

5.9 Candles, smoke machines or any pyrotechnics including fireworks and Chinese lanterns are strictly prohibited inside or outside the premises.

5.10 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. Please take away any helium gas canisters you bring as we are unable to dispose of these.

5.11 There is a cleaning fee of £100 to use kitchen facilities by prior arrangement, subject to availability.

5.11 Any costs incurred as a result of damage to furniture/fittings, the building (internally or externally) exceeding £50 are to be met by the hirer.

5.12 The Association is not responsible for personal property left on its premises.

5.13 Responsibility in the event of an emergency remains with the hirer, not with the Association.

5.14 Hirers must comply with VCA's procedures on recycling.

5.15 Helium / gas tanks must be removed from the premises at the end of the function otherwise a disposal fee will be applied.

6. Noise

6.1 Amplified live bands are not usually permitted - please talk to us about restrictions.

6.2 Discos may be permitted, please discuss this with us first.

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 Children's Parties

SIGNED: **DATE:**





