

## Children's Party Booking Form

Name of centre: .....

Name of organiser: .....

Address: .....

.....

Email: .....

Tel no (H): ..... (W): ..... (M): .....

**Please state the centre your party will take place in .....**

Party child's name .....

Celebrating their .....birthday

Date of party .....Day .....Total no. attending.....

(Under 3's.....over 3's.....)

**Please circle the type of party (using the party brochure as a guide)**

**Dry side:**

Football    Activity Sports    Soft Play    Arts and Crafts    Bouncy castle and play

**Wet side:**

Pool splash party    Inflatable

**Cold/Hot Buffet** (Charges apply)

**Own food**

I have read and understood all the information and terms and conditions contained within this booking form and agree to abide by them.

Signature.....Date.....

This part of the form must be completed by the receptionist:

Time of party ..... Time of tea room ..... Rec sig .....

**Office use only**

Price of party ..... Amount paid .....Receipt no .....

On Legend – yes/no/n/a Sidekicks menu – yes/no/n/a Invites/thank-you letters –  
yes/no/n/a

Staff sign ..... Date .....L/c no.....

InspireALL are committed to protecting your privacy and sending you relevant information and offers. We do not share the information you give us with any other party. Please tick this box if you would prefer not to receive any information of offers.

I am happy to be contacted by InspireALL by email and email newsletters.

**Terms and Conditions for Children’s Birthday Parties**

The tea time access starts a minimum of 15 minutes before the children are due to finish the party activity to allow time to set up.

No alcohol or electoral items are to be brought onto the premises under any circumstances.

Our staff do not supervise the tea-time parental supervision of all children is required in the tea-time area and for toilet breaks during activities.

All children under 8 years require adult supervision for the duration of the party.

Refunds will not be issued for cancelled parties.

Balance of payment must be paid 4 weeks before party due date.

Final numbers attending the party together with catering requirements selected from the centres party menu must be confirmed a minimum of 14 days before the party date.

Parents should be aware that some activities carry a certain element of risk, Hertsmere Leisure is committed to the health and safety of all its customers and endeavour to ensure that any such risk is kept to a minimum.

No party booking will be confirmed until a completed application form and payment has been received in full.

Pool party hire must ensure that they abide to the centres under 8 year old admission policy.

Failure to provide adequate supervision will result in the party not proceeding and no refund will be given.

Non swimmers should have buoyancy aids.

All parties are booked at the discretion of the manager.

