



# Under 4's Party Booking Form

Parties booked from 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021

## Your Details

## Party Details

Parent's Name: .....

Address: .....

..... Postcode: .....

Telephone Number: .....

Email Address: .....

Name of child: ..... Male/Female

Age on birthday: .....

No. of children attending party: .....

Pass £96.00  Non-Pass £102.00

Day .....

Date of Party ..... / ..... / .....

**Please choose time slot:**

11.30am to 1.15pm (Sun only)

1.00pm to 2.45pm

3.00pm to 4.45pm

4.15pm to 6.00pm

..... to .....



**Please advise WPLC staff of any medical conditions that any children attending the birthday party may have**

**Please be aware that parents / guardians are required to supervise children at all times throughout a Soft Play Party**



<b>Bouncy Castle &amp; Soft Play Shapes</b> <b>0 - 4 Years (16 Max)</b> <input type="checkbox"/>	<b>Silly Soccer Party</b> (Does not include the bouncy castle) <b>0 - 4 Years (16 Max)</b> <input type="checkbox"/>
<b>Party Extras:</b>	<b>Staff:</b> (Office use only)
CD Player Hire <b>£5.00</b> <input type="checkbox"/>	1. _____ 2. _____
Bluetooth Speaker Hire <b>£5.00</b> <input type="checkbox"/>	
Printed Invitation Pack of 16 <b>£2.50</b> <input type="checkbox"/>	



### For Office Use Only

Date of Booking: \_\_\_\_\_ No. of Invitations Given: \_\_\_\_\_ Staff Signature: \_\_\_\_\_

Amount Paid: £ \_\_\_\_\_ Confirmed in Sports Hall :

Payment Method: \_\_\_\_\_ Room booked for tea: G/R

T/R

C/R 1+2

V/G

Staff Organised:

Monday Staff Check

VAT Number : 200 3973 03



# Soft Play Party Booking Form



Parties booked from 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021

## Terms and Conditions

- Party bookings will only be accepted on receipt of a completed booking form and full payment.
- Cheques should be made payable to **Woodley Town Council** and accompanied by a cheque guarantee card.
- For the duration of the party Woodley Town Council is under no liability in respect of personal injury, loss or damage, however caused, except by proven negligence on the part of the Council, its agents or employees.
- Woodford Park Leisure Centre reserves the right to accept or decline applications. The Centre may also rearrange or amend parties without prior notice under very exceptional circumstances.
- A minimum of 3 weeks notice is required by the hirer to cancel or transfer a party. All refunds are at the discretion of the Centre Manager and will incur a 20% administration charge.
- Please note that 3G football parties will run as normal in the event of bad weather / rain. No refunds will be given for parties cancelled on the day or days leading up to the party.
- Parents **must** ensure that the agreed maximum number of children and age limit is not exceeded.
- Children are strongly recommended to wear studded footwear on the 3G pitch (moulded or screw in studs).
- In the interests of safety and to avoid loss of valuables children should not wear watches and / or jewellery.
- Time slots include one hour for games / activities and 45 minutes in a room for your party tea (tea not provided). Parents and guests must vacate the room within 15 minutes following the end of the party.
- Hirers are required to leave the party tea room in the same condition that they found it. Staff on duty on the day of the party can help by providing a broom, bin bags and other cleaning equipment.
- In the event of using helium canisters, these **must** be removed from the building at the end of the party. Where helium canisters are left behind a penalty fee of £25 will be enforced upon the hirer.

**I accept the terms and conditions relating to this booking.**

Signed : \_\_\_\_\_ Date : \_\_\_\_\_

## Consent Form

Your privacy is important to us and we would like to communicate with you regarding Woodford Park Leisure Centre, its facilities and activities. To do so we need your consent. Please fill in your name, sign and date below and confirm your consent by ticking the boxes that follow.

**We may contact you regarding activities you may be interested in attending, including future classes and courses, gym membership and other centre promotions:**

**Name (print) :**

**Signature :**

**Date :**

(If you are aged 13 years or younger your parent / guardian must sign and date above)

**Yes please, I would like to receive communications by email :**

**Yes please, I would like to receive communications by telephone / text message :**

You can withdraw or change your consent at any time by contacting our sports team: [sports@woodley.gov.uk](mailto:sports@woodley.gov.uk)

You can find out more about how we use your data from our "Privacy Notice" which is available on our website, [www.woodley.gov.uk](http://www.woodley.gov.uk), or from the Woodley Town Council office.