

Parties booked from 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018

Name and address ..... Day & Date of Party .....

..... Pass £89.00  Non-Pass £95.00   
 (Prices to 31<sup>st</sup> March 2018)

..... Tel no: .....

Email Address: .....

Name of child ..... Male/Female

Age on birthday .....

No. of children attending 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 3G parties take place outside on our artificial pitch and **Studded Footwear** is strongly recommended.*

*Please note that the party will run as normal in the event of bad weather / rain. No refunds will be given for parties cancelled on the day.*

<b>3G Football Party <input type="checkbox"/> Ages 6-12 Years Old (24 max)</b>	<i>(Office Use Only)</i>
<b>Party Extras:</b> Extra member of staff            £20.00 <input type="checkbox"/> CD Player Hire                    £5.00 <input type="checkbox"/> Bluetooth Speaker                £5.00 <input type="checkbox"/>  <b>New!:</b> Printed Invitation Pack of 16    £2.50 <input type="checkbox"/> Printed Invitation Pack of 24    £3.50 <input type="checkbox"/>	<b>Staff</b>  1. 2.



**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.
- From 1<sup>st</sup> January 2016 all credit card payments will be subject to an additional charge of 50p** (Not applicable to Debit Cards).
- 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.
- In the event of cancellation a refund will only be given at the discretion of the Centre Manager and will incur a 10% administration charge.
- Please note that the party will run as normal in the event of bad weather / rain. No refunds will be given for parties cancelled on the day.
- Parents **must** ensure that agreed maximum numbers of children and age limits are not exceeded.
- Parents must ensure children are wearing appropriate clothing for the weather conditions on the day of the party.
- Children are strongly recommended to wear studded footwear for the 3G pitch (moulded or screw in studs).
- A 'photographic permission form' must be filled out by the hirer in order to use cameras and video recorders during the party. (See over).
- In the interests of safety and to avoid loss of valuables, children should not wear watches and jewellery.
- Time slots include an hour on the 3G pitch for games/activities and 45 minutes in a room for tea (tea not provided).
- Parents can enter the party tea room 15 minutes before the end of 3G pitch session to set up the tea and must vacate the room within 15 minutes of the end of the party.
- In the event of using helium canisters, these **must** be removed from the building at the end of the party.

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

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

**For Office Use Only**

Date Paid: _____	No. of Invitations Given: _____	Staff Signature: _____
Amount Paid: £ _____	Confirmed on 2 5-a-sides Pitches <input type="checkbox"/>	Staff Organised: <input type="checkbox"/>
Payment Method: _____	Room booked for tea: G/R <input type="checkbox"/>	Monday Staff Check <input type="checkbox"/>
	T/R <input type="checkbox"/>	
	C/R 1+2 <input type="checkbox"/>	
	V/G <input type="checkbox"/>	

VAT Number: 200 3973 03

