

Parties booked from 1st April 2018 to 31st March 2019

Name and address Day & Date of Party

..... Pass £92.00 Non-Pass £98.00
 (Prices to 31st March 2019)

..... 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



Select type of party required:

Bounce and Play Party <input type="checkbox"/> 4 – 7 years (16 children) (Includes parachute games and the bouncy castle)	Party Extras: Extra member of staff £20.00 <input type="checkbox"/> CD Player Hire £5.00 <input type="checkbox"/>
Pirate Adventure Party <input type="checkbox"/> 4 – 7 years (16 children) (Includes the bouncy castle and pirate themed games)	Printed Invitation Pack of 16 £2.50 <input type="checkbox"/> Printed Invitation Pack of 24 £3.50 <input type="checkbox"/>
Nerf Party <input type="checkbox"/> 6 – 12 years (16 Max) (Includes nerf guns, nerf bullets, vests, goggles and soft play blocks as cover)	Staff: 1. _____ 2. _____
Sporty Party <input type="checkbox"/> 6 – 12 years (24 max) Please tick two of the following activities: Football <input type="checkbox"/> Team Games <input type="checkbox"/> Kwik Cricket <input type="checkbox"/> Bench Ball <input type="checkbox"/> Uni-hockey <input type="checkbox"/>	

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 party 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.
- We do **not** provide food, cups, plates, cutlery or drinks for the "Party Teas".
- Parents **must** ensure that agreed maximum numbers of children and age limits are not exceeded.
- Children must wear suitable, light coloured soled shoes on the sports hall floor.
- 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 above include an hour in the sports hall for games/activities with the stated number of party staff and 45 minutes in a room for tea (tea not provided).
- Parents can enter the party tea room 15 minutes before the end of sports hall session to set up the tea and must vacate the room within 15 minutes of the end of the party.
- Helium gas canisters **must** be removed from the building by the customer/hirer 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 in Sports Hall: <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

