

Parties booked from 1st April 2017 to 31st March 2018

Name and address Day of Party

..... Date of Party

..... Tel no: (Prices to 31st March 2018)

Email Address: Pass £89.00 Non-Pass £95.00

Name of child Male/Female Age on birthday

No. of children attending party (Max 16) **Please choose time slot:**

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

- 11.30am to 1.15pm (sun only)
- 1.00pm to 2.45pm
- 3.00pm to 4.45pm
- 4.15pm to 6.00pm
- Other to

Bouncy Castle & Soft Play Shapes

2-4 Years (16 max)

All parents of children attending the party must remain with and supervise their children at all times.

Party Extras:

CD Player Hire **£5.00**
Bluetooth Speaker **£5.00**

New!:

Printed Invitation Pack of 16 **£2.50**
Printed Invitation Pack of 24 **£3.50**

Staff: (office use only)

1.



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 1st January 2016 all credit card payments will be subject to an addition 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 must be given to receive refunds or transfer for cancelled parties.
- 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.
- Parents **must** ensure that agreed maximum numbers of children and age limits are not exceeded.
- **All** parents of children attending the party must remain with and supervise the children at all times.
- 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 or jewellery.
- Time slots above include an hour in the sports hall for games/activities and 45 minutes in a room for tea (tea not provided).
- Parents must clear up and 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 of Booking: _____

No. of Invitations Given: _____

Staff Signature: _____

Amount Paid: £ _____

Confirmed in Sports Hall :

Staff Organised:

Payment Method: _____

Room booked for tea: G/R

Monday Staff Check

T/R

C/R 1+2

V/G

VAT Number : 200 3973 03

