

# Telford & Wrekin Leisure Services Party Booking Form

## Contact Details

Parents name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post code: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email address: \_\_\_\_\_

## Party Details

Child's name: \_\_\_\_\_ Girl or boy: \_\_\_\_\_

Age on birthday: \_\_\_\_\_ Date of party: \_\_\_\_\_ Party time: \_\_\_\_\_

Total number of children attending: \_\_\_\_\_ Centre required: \_\_\_\_\_

## Party Type (Please Tick):

- |                                       |                                      |  |                                      |
|---------------------------------------|--------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Fun & Floats | <input type="checkbox"/> Inflatable  | <input type="checkbox"/> Indoor Football | <input type="checkbox"/> Soft Play   |
| <input type="checkbox"/> Skiing       | <input type="checkbox"/> Tobogganing | <input type="checkbox"/> Tubing          | <input type="checkbox"/> Ice Skating |

## Food Options

- Monster Munch buffet    Ice Rink food hot or cold    Own food    No food

Please let us know if there are any special dietary requirements. Some food may contain nuts.

**Additional Comments/requirements:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I agree to the terms and conditions overleaf

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

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## For office use only.

Booking taken by: \_\_\_\_\_ Amount Paid in Full: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

Date: \_\_\_\_\_ Date Food Order received: \_\_\_\_\_ Date Food order placed: \_\_\_\_\_

# Terms and conditions

## Payment

Full payment is required upon booking. All applications for bookings of children's parties must be made on the relevant booking form. Applications will not be considered from persons under 18 years of age. The council reserves the right to refuse any application and terminate at any time.

## Cancellations

If you need to cancel your birthday party please give as much notice as you can. If you cancel within seven days or less (of the party) we are not able to refund the booking fee. If you cancel eight to fourteen days before the party, we'll refund 50% of the booking fee. If you give us more than two weeks' notice of cancellation we'll be happy to refund the entire booking fee.

## Photography

You will need to complete the relevant photography consent form, this is required on the day of the party.

## Party Food

If we are providing the food, final numbers and menu options must be confirmed seven days in advance of the party. Please tell us about any allergies, dietary requirements or health concerns at least one week prior to the party to ensure we can arrange the appropriate menu and staff to cover. We may make an extra charge for specialist food or extra staff that are required. If you would like to provide your own party food we have a food area, the safety of which remains the responsibility of the hirer. The food area must be left clean, tidy and in a reasonable condition ready for the next party.

## Admissions Policy

Organising parents must stay in the centre for the duration of the party. Parents/guardians are responsible for their children at all times. The admissions policy must be followed at all times.

Inflatable For children aged 8 years and over. Children must be able to swim 25 metres

Fun & Floats Available for children under the age of 8, the hirer will be advised at the time of booking, the recommended adult to child supervision requirements.

Ski Centre Children aged 5-10years are allowed onto the toboggans. Suitable clothing for the weather conditions should also be worn. You cannot consume food in the Ski Centre that has not been purchased on the premises.

Ice Rink Gloves and clothing covering arms and legs must be worn. Please adhere to the ice etiquette. Notice boards are situated in boot hire and rinkside. You cannot consume food in the Ice Rink/Soft Play that has not been purchased on the premises.

Damage to or loss of property People using these premises do so at their own risk. The Council accepts no liability for any claim for loss or damage unless caused by its own negligence.