

## PARTY BOOKING FORM

*Please ensure you complete the appropriate sections in full to avoid delay in processing your application.*

First Name of Child:	Surname of Child:	Male		Female		Date of Birth							
<b>Correspondence Address:</b>		Home Telephone Number (of parent / guardian as applicable):											
		Mobile Telephone Number (of parent / guardian as applicable):											
<b>Emergency Contact Name and Address:</b>		Email Address (of parent / guardian as applicable):											
		Emergency Contact Telephone Number:											
<b>Medical Conditions</b> (of child or children attending):													
<b>Date and Time:</b>	Mon		Tue		Wed		Thu		Fri		Sat		Sun
<b>Number of Children Expected to Attend:</b> _____ Please note: Minimum of __ children required. For pool parties children under the age of 8 must be accompanied by a responsible adult (i.e. over the age of 16 years) in the ratio 2:1													
<b>Type of Party:</b> Superstars Activity <input type="checkbox"/> Football Party <input type="checkbox"/> Climbing Party <input type="checkbox"/> Skater Party <input type="checkbox"/>													
<b>Catering Options:</b> Hot Option <input type="checkbox"/> Cold Option <input type="checkbox"/> (Confirm at the time of ordering)													
<b>Where did you hear about us?</b> Newspaper <input type="checkbox"/> External Banner <input type="checkbox"/> Website <input type="checkbox"/> Leaflet <input type="checkbox"/> From a Friend <input type="checkbox"/> Currently using the Centre <input type="checkbox"/> Other _____													
<b>Pricing and Payment</b> Party Price _____ Number of children _____ Full Price Payable _____ Minus Deposit £ _____ Final Amount £ _____ Deposit Received <input type="checkbox"/> Date: _____ Final Payment Received <input type="checkbox"/> Date: _____ Signed (Customer) _____ Signed (Staff) _____													
<b>Data Protection</b> Your details may be used and disclosed to Serco Leisure so that you can be provided with information about other goods and/or services offered by Serco Leisure, their agent and other organisations, which may be of interest to you, or for market research. If you would prefer not to receive this marketing or other information, you may write to us at any time or put a tick or cross in this box <input type="checkbox"/> If you have provided us with your email address and would like to receive marketing and/or other information by this method from Serco Leisure please tick this box <input type="checkbox"/> If you have provided us with your mobile number and would like to receive marketing and/or other information by this method from Serco Leisure please tick this box <input type="checkbox"/>													
<b>I confirm that I have read and accept the Terms and Conditions overleaf</b> <input type="checkbox"/>													

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### Terms and Conditions of Booking

- The 'Manager' refers to the Contract Manager and/or Duty Manager.
- The 'Centre' refers to the leisure centre at which the party is being held
- The 'Hirer' refers to the person or organisation hiring any part of the centre or its facilities.
- Persons under the age 18 will not be accepted as the hirer.
- A non-refundable deposit (amount detailed overleaf is required)
- A final payment (non-refundable) 14 days before the party is required
- Payment can be made in person, over the phone or via post
- Payment over the phone will only be accepted via a valid credit card
- In the event that payment has not been received the Manager reserves the right to cancel the booking 14 days before the party
- A member of staff will contact you to confirm the booking and arrange food or catering if required.
- In the event the request of the hirer cannot be met the hirer will be contacted to make alternative arrangements.
- Cancellation must be received at least 14 days in advance of the party in writing.
- If the hirer fails to turn up without cancelling the party via the appropriate method in line with the conditions of hire the full charge of the party will remain due.
- If the number of children due to attend is less than the number of children booked for, the full charge will remain due.
- The Manager reserves the right to refuse or cancel any booking without being bound to offer a reason for doing so. Serco Leisure as a result of the exercise of this right will not incur any liability from such a refusal, cancellation or termination. Any charge or apportioned part thereof will be refunded.
- Any setting up or taking down of equipment must be accommodated in the booking period.
- Any allergies (food or otherwise), swimming abilities and/or medical conditions of the child or children attending the must be brought to the attention of the Manager when booking the party.
- The centre will take every reasonable precaution to ensure the safety of the children but parents/guardians must take ultimate responsibility for their child's welfare.
- Staff will not administer medicines
- No badges or jewellery, glasses or sharp objects are allowed in the party/play area.
- No food or drink should be brought into the play area
- If any child has any illness, allergies or other medical conditions a member of staff should be made aware on the day of the party.
- In the pool, children under the age of 8 years must be accompanied by a responsible adult (i.e. over the age of 16 years) in the ratio 2:1.