



Children's Party Booking Form

Your Details:

Parent / Guardians Name:

Contact Number:

Email:

Birthday Party Details:

First Name of Child:

Age on Birthday:

Date of the Party:

Party Time:

Price (venue hire):

Activity Time:

£65.00

Number of children invited:

Price includes 2 hours in a lightly decorated party tea room and 1 hour in our Sports Hall or on our 3G Pitch. Parties that require additional time will be charged at a rate of £20.00 per additional 30 minutes booked.

Party Options

1) Hire party equipment directly from us and organise the party yourself:	Price	Tick
Bouncy Castle: Two to nine years only. Maximum sixteen children to be invited.	£70.00	
Soft Play Blocks: An assortment of soft play blocks in a variety of shapes and sizes.	£30.00	
Party Box: A box full of balls, bean bags and more to supplement your party offering.	£10.00	

2) Contact one of our approved party providers to organise your party for you:	Tick
Name of approved provider:	

Please remember:

- You will need to contact your chosen party provider yourself to make arrangements for your party.
- You will need to organise the timings with your party provider to match those booked above.
- The prices charged by our partners are independent and come as an addition to the hire charges above.
- The terms and conditions of our partners are independent and separate from those included on this form.

Staff use only:	Date paid:	Amount paid:
Provider emailed:	Payment Method:	Staff Name:
Booking confirmed in:	Sports Hall <input type="checkbox"/>	3G Pitch <input type="checkbox"/>
		Party Tea Room <input type="checkbox"/>

Terms and Conditions

- Children's Party bookings can only be considered confirmed once a booking form has been completed and signed and after full payment has been made.
- If the hirer has arranged for one of our approved providers to organise their party activities for them, we will provide up to thirty minutes either side of the booked sports hall or 3G Pitch time if needed to allow the set up and set down of any equipment required.
- The hosting / hiring parent remains responsible for the supervision and safety of all children attending the party.
- Where unreasonable damage is caused to equipment (including any chairs, tables, hired party equipment etc) by the hirer or their guests, by signing these terms and conditions the hirer accepts responsibility for paying any necessary repair or replacement fees.
- A minimum of three weeks' notice is required from the hirer to cancel or transfer a booking. All refunds are at the discretion of the Centre Manager and if approved will also incur a 20% administration charge.
- We reserve the right to amend, cancel or reschedule any booking that has been confirmed when caused by events beyond our reasonable control.
- Throughout the duration of the booking Woodley Town Council is under no liability in respect of personal injury, harm, loss or damage, however caused, except by proven negligence on the part of the Council or its employees.

By signing below, you are accepting all of the terms and conditions bulleted above:

Name:

Signature:

Date:

Data Privacy Notice

Woodley Town Council is the data controller for your data. By submitting this application, you consent to the Council storing and processing the personal data you have provided for the purpose for which it was submitted. For full information on how we will process your data, including who it may be shared with, where it will be stored, how it will be protected, and how long it will be stored, please see our **General Data Privacy Notice** (www.woodley.gov.uk).

Bouncy Castle / Inflatable Equipment Hire Agreement

It is the responsibility of the named parent / hirer to ensure that all of the following rules and regulations relating to the use and hire of our inflatable equipment are followed at all times:

- A responsible adult (+17 years) must supervise the inflatable equipment at all times.
- The supervising adult must ensure that all children using the inflatable are not fighting, pushing, colliding or behaving in a manner likely to cause harm or distress to others.
- The supervising adult must ensure that nobody with back or neck problems or any other medical condition that could be reasonably aggravated uses the inflatable equipment.
- The supervising adult must ensure that no more than sixteen children are using the inflatable equipment at the same time and that nobody over the age of nine years old uses the inflatable equipment.
- The supervising adult must ensure that children do not go around the back of the inflatable.
- The supervising adult must ensure that socks are worn at all times (but no shoes), that glasses and jewellery are removed and that any sharp objects are removed from pockets.
- The supervising adult must ensure that participants do not attempt summersaults or flips.

By signing below, you are accepting all of the conditions of hire bulleted above:

Name:

Signature:

Date: