

Children's Party Booking Form

Name of Hirer	<input type="text"/>	Tel No.	<input type="text"/>
Address	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Date of Party Booking	<input type="text"/>		
Child's Name	<input type="text"/>	Age range of children attending	<input type="text"/>
		Number of children attending	<input type="text"/>

All party activities cost £75 except Rock Climbing which is £90

Parties will last for 1.5 hours, 1 hour for activity and half an hour for food, with the exception of Rock Climbing, this consists of 1.5 hours activity and half an hour for food. The cost of the party includes the activity and the use of the food area. If you choose our catering option then please add £4 per child to the cost of the activity. A parent must be present for the duration of the party.

Type of Party (Maximum Number of Children)	please tick	Times	Party Activity Cost
Team Sports £75 (Max 20)	<input type="checkbox"/>	Time of activity <input type="text"/>	£ <input type="text"/>
Fun & Games £75 (Max 25)	<input type="checkbox"/>	Time of party food <input type="text"/>	Confirmed Catering Numbers (if chosen) <input type="text"/>
Football £75 (Max 20)	<input type="checkbox"/>	Food Choice <small>please tick</small>	Catering Cost at £4 per head
Bouncy Castle & Games £75 (Max 25)	<input type="checkbox"/>		Own Catering <input type="checkbox"/>
Trampoline £75 (Max 15) Age 5+ <small>(All children will need socks and long hair must be tied up)</small>	<input type="checkbox"/>	Our Catering <input type="checkbox"/>	Total Cost of Party
Rock Climbing £90 (Min 6 / Max 9) Age 8+ <small>Please Note: The climbing wall area is not exclusively booked for the party therefore other people may also be using the wall.</small>	<input type="checkbox"/>	<small>(Please choose a maximum of 3 meals from the choices on the appropriate menu below)</small>	£ <input type="text"/>

Your party host will welcome you at reception and will organise your activity. If you are having a tea party your party host will escort your group to your reserved area where tea will be served. Parents will supervise the tea party. (Please note that we cannot guarantee party food area)

Party invitations are included in your booking, please indicate how many you will need (maximum depends on party type)

Please indicate menu choice(s)

There must be a minimum of 9 children for our catering option.

OPTION 1 - COLD TEA (£4 per head)	OPTION 2 - HOT TEA (£4 per head)
Buffet style consisting of: <input type="text"/> Selection of Sandwiches (ham, cheese, jam, egg, chocolate spread), Cucumber Sticks, Crisps, Tomatoes and Cocktail Sausages <small>please indicate quantity</small>	Choose from one of the following: (please indicate quantity - one selection per child, served with chips or salad)
	Sausages <input type="text"/> Cheese Burger <input type="text"/> Pizza Slices <input type="text"/> Vegetable Burger <input type="text"/>
	Choose a side order from one of the following: Portions of Chips <input type="text"/> Portions of Salad <input type="text"/>

Allergies / Food / Dietary / Medical Requirements (All of our food may contain traces of nuts)

I hereby apply for use of the facilities stated above in accordance with the conditions of hire and the scale of charges as authorised by the College and applicable on the date of the party. I undertake to ensure the charges are paid as required and the conditions are properly observed. I undertake to ensure adequate supervision is provided as required. I have read and accept the terms & conditions detailed overleaf.

Signed Date

The completion of this form with a £50.00 deposit confirms your provisional booking. No further confirmation will be sent prior to the party.

FOR OFFICE USE ONLY

Deposit Paid £ Date Initials Balance Paid £ Date Initials

Please indicate whether the invitations have been given to the customer

Children's Party Booking Terms & Conditions

Provisional bookings for parties booked more than 4 weeks in advance will be held for 10 days. Parties booked within 4 weeks of the party date will be held for 48 hours. Please return this completed booking form to Chichester College at the address below to confirm your party with a deposit of £50.00. Parties not confirmed within this time may be offered for re-sale. Final balances can be paid on the day of the party. Cheques should be made payable to Chichester College.

1. 'The Hirer' - means the person signing the application form for 'Hire of Facilities'.
2. The hirer is responsible for providing sports centre staff with all medical/dietary information for all of the children attending the party and will be required to take responsibility for all the children if left by their parent/guardian.
3. No alcohol is to be brought in or consumed on the College premises.
4. If the hirer wishes to bring onto the premises at Chichester College, food which has been prepared by them, the College will accept no liability to the hirer for any damages, costs, losses, claims, expenses, demands and proceedings whatsoever, howsoever arising whether in contact, tort or otherwise, arising directly or indirectly, out of or in the course of or connection with the caterer or the caterer's provision of any goods and services to the hirer.
5. The hirer will have access to the party food room at least 30 minutes before the food is due to be served.
6. 'Fees' - a deposit of £50.00 shall accompany the party booking form to confirm the booking. The final numbers and food choices must be confirmed at least 5 days prior to the date of the booking. The final balance must be paid on the day of the booking. Hire fees do not include parking charges at adjoining public car parks.
7. 'Supervision' - the 'hirer' must ensure that the party has at least one parent/guardian present for the entire duration. The hirer will be responsible for the supervision of the party teas/food.
8. Unfortunately, sports centre staff are unable to take children into the toilets, therefore we would recommend one parent/carer is available to do this.
9. It is advisable that the hirer of the party take contact telephone numbers of the children attending if their parent/guardian are not staying.
10. Chichester College can accept no responsibility for the property of hirer and their guests.
11. Chichester College prohibits smoking in all of its rooms. Please inform your guests accordingly.
12. 'Cancellation by the hirer' - cancellation of a booking made within 14 days of the party will incur the forfeit of the deposit. Cancellations of a booking made within 7 days of the party will incur the full fees of the party activity.
13. 'Cancellation by Chichester College Sports Centre' - the Chichester College Sports Facilities Manager reserves the right:-
 - (a) To cancel the booking at any time for any reason (the College will try to give as much notice as possible).
 - (b) Upon any such cancellation the Sports Facilities Manager will refund to the hirer monies paid to Chichester College in respect of the booking but neither the Chichester College Sports Facilities Manager nor Chichester College shall be liable to pay any compensation whatsoever to the hirer or any other person for any loss, damage or expenditure arising directly or indirectly from the cancellation.
 - (c) To terminate the booking without notice if there is a breach of these conditions during the hiring period and to eject any participants from the centre. In this case no refunds or compensation whatsoever will be payable.
14. A party food area can be requested but bookings on the day will determine where the party food is located.

To be completed on the day of the party

please tick

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|--|--------------------------|
| 1. Confirm party type and sign form | <input type="checkbox"/> |
| 2. Confirm food choices paid | <input type="checkbox"/> |
| 3. Confirm party numbers paid | <input type="checkbox"/> |
| 4. Check any allergies / food / dietary / medical requirements | <input type="checkbox"/> |
| 5. Confirm party food location | <input type="checkbox"/> |

Any new information