

BIRTHDAY PARTY BOOKING FORM

Please read the terms and conditions provided to you by the centre before completing this booking form.

| CONTACT DETAILS | | |
|--|--------------------------------------|---|
| NAME OF PERSON BOOKING PARTY: | | |
| ADDRESS: | | |
| | | |
| EMAIL ADDRESS: | | |
| HOME PHONE NUMBER: | MOBILE NUMBER: | |
| BIRTHDAY PARTY DETAILS | | |
| NAME OF THE BIRTHDAY CHILD: | | |
| AGE OF CHILD ON THEIR BIRTHDAY: | | |
| TYPE OF PARTY | | |
| LARGE BOUNCY CASTLE - £245 | TODDLERS WORLD & MAGIC CASTLE - £245 | SMALL AND LARGE BOUNCY CASTLE - £288.40 |
| AQUA PLAY - £245 | DATE OF PARTY: | TIME OF PARTY: |
| NUMBER OF CHILDREN ATTENDING THE PARTY: | | |
| ANY ADDITIONAL REQUIREMENTS: | | |
| | | |
| TOTAL TO PAY: | | |
| <p>I confirm that I have read and understood the terms and conditions of GLL's birthday parties and have completed this booking form in full. (Your birthday party will not be confirmed until this has been completed and the full payment has been made). I confirm that I fully understand the pool parties and swim / ice safely rules and ratio requirements and it is my responsibility to ensure the child to adult ratios are met. Please note that the care and supervision of the children attending the party remains with the party hirer. A condition of holding a birthday party at Clissold Leisure Centre is that you are required to purchase the food from Hoxton Beach Café (in centre), although you can bring your own birthday cake.</p> | | |
| CUSTOMER SIGNATURE: | DATE: | |
| CUSTOMER PRINT NAME: | | |



| STAFF USE ONLY | |
|-------------------------------|-------------------------------------|
| Amount paid in full: Yes / No | Paid by: Credit / Debit Card / Cash |
| Number of staff needed: | |
| Staff booked: Yes / No | Party added to Legend: Yes / No |
| Name of staff: | |
| Administrator sign: | Date: |

BIRTHDAY PARTY TERMS AND CONDITIONS

Please read the following carefully before commencing with your booking.

1.0 Administration

- 1.1 Terms and conditions are to be issued upon booking; the booking form needs to be completed in full.
- 1.2 Full payment is required upon booking.
- 1.3 The Birthday Party Administrator will require a minimum of 30 days notice in order to cancel your booking. A 15% administration fee will remain payable for any cancellation. Failure to provide 30 days notice may prevent a refund from being issued. In cases of sickness, a full refund, minus the administrative fee will be refunded as long as a doctor's note is provided.
- 1.4 Payments are to be made at the centre, by cash, credit or debit card or cheque. Payments made by phone are not permitted.
- 1.5 The Birthday Party Administrator will require a minimum of 2 weeks notice for any changes to your booking. We regret that we will not be able to accommodate any changes made after this period.

2.0 General Party Rules

- 2.1 All customers should adhere to the leisure centres rules, which are displayed throughout the premises.
- 2.2 Please arrive 15 minutes before the start of your party and make yourself known to the Reception / Duty Manager.
- 2.3 The Kids Activity Instructor or Party Assistant will greet the party and ensure the correct adult supervision ratios are adhered to.
- 2.4 The party activity will last 1 hour, with the remaining hour for food (where applicable).
- 2.5 Please ensure all attendees are aware of the times of the booking. We regret that we will be unable to alter times or provide extensions to your booking on the day.
- 2.6 Please inform the Birthday Party Administrator straight away of any change in numbers, if numbers go over ratios another Kids Activity Instructor will need to be provided which will incur an additional cost. The Birthday Party Administrator will need to be given at least 2 weeks notice if this is the case.
- 2.7 The Hirer will need to ensure that they have the contact details of all of the parents / guardians of the children in attendance for use in the event of an emergency
- 2.8 GLL cannot accept any liability for the loss, damage or theft of any items. Please take care not to leave belongings behind or unattended, and please do not bring valuables to the centre.
- 2.9 Use of cameras and video imaging equipment specifically within the party area and used by parents / guardians of children attending the party is permitted with the agreement of the General Manager
- 2.10 Alcohol is not permitted to be consumed within children's birthday parties.
- 2.11 Some centres will allow customers to bring their own food on the day (please check with specific centre). GLL do not allow the use of heating devices brought from home in the centres.

3.0 Pool Parties and Swim Safely Rules

(Please note that the party will not go ahead if you do not adhere to the Swim Safely rules)

- 3.1 All customers must wear appropriate and clean swimming attire. All swimmers must abide by the general pool rules.
- 3.2 All GLL swimming pools are staffed with Lifeguards. However, it is a condition of booking that the following Swim Safely Admission Rules are adhered to:
 - Under 8's and non swimmers under 16 must be accompanied by a competent adult swimmer (over 16 years old and able to swim at least 25 metres)
 - No more than two under 8's or non swimmers under 16 to each competent adult swimmer
 - The competent adult swimmer must actively supervise under 8's and non swimmers under 16
 - Under 8's and all non swimmers must remain in shallow water
 - It is strongly recommended that under 8's and all non swimmers wear armbands and / or another appropriate type of buoyancy aid
 - Non swimmers over the age of 16 are recommended to be accompanied in the water by a competent adult swimmer
- 3.3 Parties involving children under the age of 10 must be accompanied in the water by a competent adult swimmer.
- 3.4 The party will not be permitted to go ahead without the correct adult supervision ratios.
- 3.5 The Kids Activity Instructor will not go in the water with the children.
- 3.6 Please note that the pool may be shared with members of the public / swimming lessons.

Please contact your local leisure centre for more details as these may vary.