



# CHILDRENS PARTY CHANGE OF PLANS REQUEST

**IMPORTANT NOTE.** Your initial booking confirmation needs to be attached. This is only a request to change an already confirmed booking. Chanctonbury Sports and Leisure can not guarantee any request, but will endeavour to meet your request. If a change is made a new 'BOOKING CONFIRMATION' form will be completed by the party coordinator for you to sign and agree.

Please leave blank any changes details which are to remain the same.

Name of Hirer  Tel No

Address

Postcode

Date of Party  Time of Party

Childs Name  Age Range  Numbers

Parties will last for 1.5 hours, the 1st hour for activity and the last half an hour for food The cost of the party includes the activity, one member of staff and the use of the food area. A parent must be present for the duration of the party.

Type of Party	Please Tick
Team Sports (Max 20)	<input type="checkbox"/>
Traditional (Max 30)	<input type="checkbox"/>
Obstacle (Max 30)	<input type="checkbox"/>
Toddlers Gym (Max 30)	<input type="checkbox"/>
Magician Party	<input type="checkbox"/>
Roller Disco	<input type="checkbox"/>

Party Extra's	Please Tick
Party Games <i>(included in traditional)</i>	<input type="checkbox"/>
Air Flow	<input type="checkbox"/>
Ball Pit	<input type="checkbox"/>
Extra Staff Member	<input type="checkbox"/>

Specific Requirements:

Party Activity Cost
£ <input type="text"/>
Extra's
£ <input type="text"/>
Total Cost of Party
£ <input type="text"/>

All extras are charged £10 each (Party games are included in the Traditional Party).

I hereby accept use of the facilities stated above in accordance with the conditions of hire and the scale of charges as authorised by the Centre and applicable on the date of the party. I undertake to ensure the charges are paid 2 weeks before the party date 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

# 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 Chanctonbury Sports & Leisure at the address below to confirm your party with a deposit of £20.00.
  - Parties not confirmed within this time may be offered for re-sale.
  - Final balances must be paid two weeks before the party.
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 Centre premises.
  4. If the hirer wishes to bring onto the premises at Chanctonbury, food which has been prepared by them, the Centre 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. 'Fees' - a deposit of £20.00 shall accompany the party booking form to confirm the booking. The final balance must be paid two weeks before the date of the booking.
  6. '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.
  7. Unfortunately, sports centre staff are unable to take children into the toilets, therefore we would recommend one parent/carer is available to do this.
  8. It is advisable that the hirer of the party take contact telephone numbers of the children attending if their parent/guardian are not staying.
  9. Chanctonbury Sports & Leisure can accept no responsibility for the property of hirer and their guests.
  10. Chanctonbury Sports & Leisure prohibits smoking in all of its rooms. Please inform your guests accordingly.
  11. '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.
  12. 'Cancellation by Chanctonbury Sports & Leisure' - the Centre Facilities Manager reserves the right:-
    - (a) To cancel the booking at any time for any reason (the Centre 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 Chanctonbury Sports & Leisure in respect of the booking.
    - (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.