

# Party booking form

Please present your completed form to reception, minimum 10 children – maximum 20 children. **We require a non refundable deposit of the party fee for 10 children payable upon acceptance of this booking.** Payment can be made by cash, cheque or credit card. Cheques (payable to Bromley Mytime) must be accompanied by cheque card. Please advise of any food allergies when confirming final menu (if appropriate as not all centres are able to provide food). Please read the booking terms and conditions.

Name of parent: (Mr, Miss etc)

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Contact tel: (h)

(m)

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Address:

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Postcode:

Email:

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Name of child:

Date of birth:

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Date & Time requested for party  
(1st choice):

(2nd choice):

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Number of guests:

Oldest:

Youngest:

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Type of party:

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Menu Choice (Please tick)

Hot

Cold

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Would you like face painting at your party (Please tick)  
(extra cost, but not available at all centres)

Yes

No

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Do any children attending the party have any special needs that we should be made aware of? Please specify.

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**I have read and acknowledged the booking terms and conditions.**

Signed:

Date:

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Print Name:

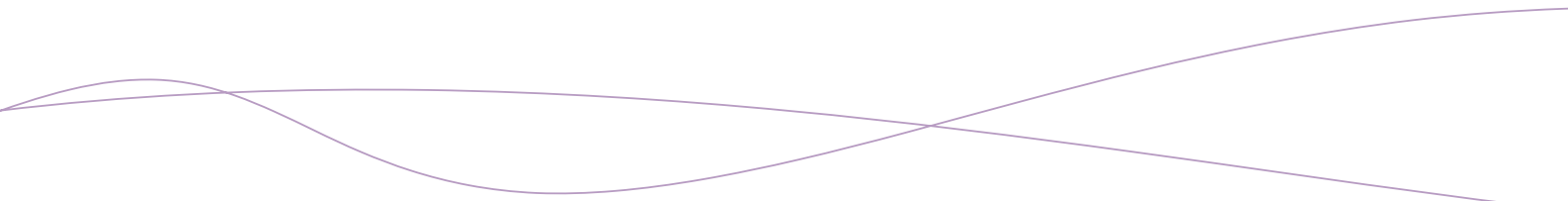
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Deposit paid:

Balance due:

Balance received:

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# Terms and conditions

## 1 Charges

- The Manager will require a non refundable deposit of the party fee for a minimum of 10 children, payable upon acceptance of booking.
- Payment can be made by telephone with credit card or in person with credit card, cheque or cash.
- Cheques must be made payable to Bromley Mytime at the centre where the party is taking place and accompanied by a cheque card.
- For golf parties please make cheques payable to 'PGR'.

## 2 Booking Confirmation

- Bookings made over the telephone agree to accept the terms and conditions.
- The centre requires a minimum of 10 children per party and maximum of 20 children.
- Customers will be contacted within 5 days of booking party, confirmation received upon visit to the centre. For golf parties there is a minimum of 8 children and a maximum of 12 per party.
- In the event that the hirer's requirement cannot be met, the centre will contact the Hirer to make alternative arrangements.

## 3 Cancellation by the Hirer

- Cancellation must be received in writing at least 30 days in advance of the party date.
- The Hirer will receive a refund less £20 administration fee.
- If the Hirer fails to turn up without having cancelled by the appropriate method the full charge will not be refunded.

## 4 Refusal or cancellation of booking by the Manager

The Manager reserves the right to refuse an application or cancel or terminate any booking for whatever reason without being bound to give any reason for doing so. Bromley Mytime will not, as a result of the exercise of this right, incur any liability from such a refusal, cancellation or termination. Any charge, or apportioned part will be refunded.

## 5 Responsibility of the Hirer

The Hirer shall ensure that all users of the Centre comply with the General Regulations of the Centre (which shall be deemed to be incorporated in these conditions) and the hirer shall be liable to Bromley Mytime for any breaches. Parent/Guardian to refer to Child Admission Policy for Children

Under 8 (applicable for private hire swimming pool parties), as special conditions operate. This policy is featured within the swimming section of the website [www.bromleymytime.org.uk/private-hire-swimming.html](http://www.bromleymytime.org.uk/private-hire-swimming.html)

## 6 Equipment

Any setting up/taking down of equipment must be accommodated within the booking period.

## 7 Supply of Information

Parents/guardians should inform the centre of any food allergies/additional needs when booking the party. The centre will take every reasonable precaution to ensure children's safety but parents/guardians must ultimately accept responsibility for their child's welfare.

## 8 Interpretation

- 'The Manager' includes any member of staff from the Centre authorised to perform any particular duty.
- 'The Centre' means the curtilage of the centre where the party is taking place under the jurisdiction of Bromley Mytime.
- 'The Hirer' means the person or organisation hiring any part of the Centre or its facilities. Persons under the age of 18 years will not be accepted as a Hirer.

## 9 Party Procedures

- Your party will be met at reception by a Party Host
- The Party Host will lead the children to their activity and then onto the food area as appropriate.
- A time of 45 minutes in leisure centres is allocated for party food, but times may differ in smaller sports centres.
- All Leisure Centre parties include a party bag for each child. (Available at Sports Centres for an extra cost).
- Suitable clothing & footwear should be worn (socks in soft play centres, trampolining and for bouncy castles)
- 2 adults must stay and supervise children at the party. Some types of party require more adults.
- The centre must be informed of any special requirements in advance of the party.
- Party guests must vacate their room promptly to allow time to set up for next party.

