

## CHILDREN'S PARTY BOOKING FORM

Main Contact	
Phone Number	
Email address	
Date of Party	
Time of Party (please circle)	<p>Ages 4 &amp; 5: Saturday 4.45pm- 6.15pm Sunday 3.30pm-5.00pm</p> <p>Ages 6-10: Sat 4.15pm – 6.15pm Sun 3.30pm-5.30pm Other _____</p>
	Age 4-5 year olds / Age 6-10 year olds
Birthday Boy/Girl Name & Age	
Number attending	
Activities required (circle <u>all</u> you require)	Football / Tennis / "Fun & Games"
Catering	Provided by LSTC / Providing your own catering
Specific Dietary requirements	

I understand and agree to the terms and conditions (overleaf):

Main contact name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Terms & Conditions:**

- The booking is only secured upon receipt of the initial party fee.
- Indicate at the time of booking whether you will require our in-house catering. If not, we will take the £35 surcharge at point of booking. If you do require our in-house food, we will contact you nearer your party date to confirm numbers and take payment – this will be c. 10-7 days prior to your celebration.
- Cancellations within 14 days of the party date will result in 50% of the fee being retained.
- Cancellations within 48 hours of the party date are non-refundable.
- Please ensure that you are aware of any medical conditions of the children at your party, that they attend with any medication associated with that condition, and that you know how to administer should their parent not be present at any point.
- **If you are providing your own food/drink this must be prepared off site. The use of LSTC on site catering facilities or stores is strictly prohibited.**

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**Office Use only (LSTC Staff to complete):**

Activity fee received (check numbers attending):	YES	
<ul style="list-style-type: none"><li>• Age 4-5 / Members (up to 16 children) @ £120</li><li>• Age 4-5 / Non-Members (up to 16 children) @ £130</li><li>• Age 6-10 / Members (up to 16 children) @ £130</li><li>• Age 6-10 / Non-Members (up to 16 children) @ £140</li><li>• Additional children @ £6.50 per child (No more than 20 children in total)</li></ul>		
If applicable, £35 surcharge for own-catering received:	YES	N/A
Booked onto Ezrunner	YES	
Payment received for in-house catering (check numbers):	YES	N/A
<ul style="list-style-type: none"><li>• £6.50 per child</li></ul>		
Dietary requirements received, and confirmed back by email:	YES	N/A
Checked in kitchen diary and booked out:	YES	
Emailed booking to SHARNA with dates and info:	YES	

Staff signature: \_\_\_\_\_

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Notes on booking