

Letchworth Kids Party booking form

Main Contact	
Phone Number	
Email address	
Date of Party	
Time of Party (please circle)	<p>Ages 4 & 5: 1.5 Hours Saturday 4.45pm- 6.15pm Sunday 3.30pm-5.00pm Maximum 20 children (extra costs apply)</p> <p>Ages 6-10: 2 hours Sat 4.15pm – 6.15pm Sun 3.30pm-5.30pm Maximum 30 children (extra costs apply)</p>
	Age 4-5 year olds / Age 6-10 year olds
Birthday Boy/Girl Name & Age	
Number attending	
Activities required (circle <u>a</u> ll 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: _____

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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 7 days 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.**

Office Use only (LSTC Staff to complete):

Activity fee received (check numbers attending):	YES	
<ul style="list-style-type: none">• Age 4-5 / Members (up to 16 children) @ £125• Age 4-5 / Non-Members (up to 16 children) @ £135• Additional children @ £7.00 per child Maximum 20 children		
<ul style="list-style-type: none">• Age 6-10 / Members (up to 16 children) @ £135• Age 6-10 / Non-Members (up to 16 children) @ £145• Additional children @ £7.00 per child• (More than 20 children an extra court will need to be booked extra £15) Maximum 30 children		
If applicable, £35 surcharge for own catering received:	YES	N/A
Booked onto Gladstone	YES	
Payment received for in-house catering (check numbers): <ul style="list-style-type: none">• £6.50 per child	YES	N/A
Check two courts are not needed (£15 charge if above 20 children)	YES	
Dietary requirements received, and confirmed back by email:	YES	N/A
Checked in kitchen diary and booked out:	YES	
Update spreadsheet and Emailed booking to SHARNA with dates and info:		YES

Staff signature: _____
