**Children’s Birthday Party Booking Form**

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| Name: |  |
|  |  |
| Address: |  |
|  |
|  |
|  | postcode |  |

|  |  |
| --- | --- |
| Tel No: |  |

|  |  |
| --- | --- |
| e-mail: |  |

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| --- |
| Invoice Address: *(if different from above)* |
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|  |
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|  |  |
| --- | --- |
| Date of Party |  |

|  |  |
| --- | --- |
| Time of Party |  |

|  |  |
| --- | --- |
| Approximate number & age of children attending  |  |
| Number of Adults attending |  |
| ***Note The Party Hire is for children age 12 and under and for a maximum of 30 children and 30 adults. No more than 60 people in total.*** |

Please Indicate below how you would like the room to be set out: tables, chairs etc.

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**Birthday Party Booking Conditions of Hire**

Party Room Hire is £70 for three hours. Any additional time will be charged at £15 per hour.

Monday to Friday bookings must be vacated by 8pm (last start time 5pm)

Available times for weekend bookings are 9.30am-12.30pm or 1.30pm-4.30pm.

Payment can be made in cash at the office or via online banking. Our bank details are:

**Bank of Scotland**

**Account Name: The Fisherrow Trust**

**Sort code: 80-22-60**

**Account No: 17640367**

**Room Hire must be paid at the time of booking and in advance of the party. \*BOOKINGS ARE NOT CONFIRMED UNTIL PAYMENT IS RECEIVED.**

Rooms should be left clean and tidy, tables should be wiped and floors swept. Please allow time for this in the booking. You must vacate the room by the time stated on the booking. Rooms cannot usually be accessed prior to or after the booked times.

Notice of cancellation must be received at least three days before the party. Any cancellations after this time will not be eligible for a refund.

You must follow the Fisherrow Centre’s fire procedures and make sure that all guests are aware of assembly points. You must have a list of all the people attending the party. In the event of a fire or drill you must take this list to the designated point and check that all of your guests are present.

**Externally Hired Equipment and Services:**

Any equipment or services engaged by you will be entirely at your own risk.

The Fisherrow Centre and the Trust do not accept any liability.

This includes (but is not limited to) Bouncy Castles, electrical equipment such as music systems, disco lights. All electrical equipment over a year old should be (PAT) tested.

Any services you hire must provide you with a copy of their public liability insurance and you must give a copy to The Fisherrow Trust in advance of the party. Failure to provide The Trust with evidence of public liability insurance will mean that the service cannot go ahead at the party.

***Note:*** *Some bouncy castle providers have said that their public liability insurance is not valid unless a member of their staff is present to oversee the use of the equipment. It is your responsibility to check these details and if required to obtain your own public liability insurance for the duration of the party.*

No hard ball games are permitted in the gym hall.

No Pins, tape or blu tack on the walls other than in the Annex Lounge where pin boards are provided.

Please Sign below to agree to the above conditions:

|  |  |  |
| --- | --- | --- |
| Name |  |  |
|  |
| Signed  |  | Date |  |