**Party Booking Form:**

|  |  |  |
| --- | --- | --- |
| **Date Required:** | | |
|  | | |
| **Morning slot**  10:00am - 1:00pm (Summer)  10am- 12:30pm (Winter) | | **Afternoon slot**  1:15pm - 4:15pm (Summer)  12:45pm-3:15pm (Winter) |
|  | |  |
| **Name:** | | |
|  | | |
| **Phone Number:** | | |
|  | | |
| **Contact Email:** | | |
|  | | |
| **Address of customer:** | | |
|  | | |
| **No. of Children** | | **Approximate age of Children** |
|  | |  |
| **Catering: these need to be purchased in groups of 5 depending on how many children you estimate attending.** | | |
| **Catering Required:**  **YES/NO**  **(delete as applicable)** | **No. of lunch packs:**  **10/15/20/25**  **(delete as applicable)** | **Any dietary requirements:** |
| **Any additional Information (e.g disabled access)** | | |

**In Case of Fire**

* **DO NOT PANIC!**
* Raise alarm - use Whistle - Activate Call Point - Shout FIRE!
* Follow signs to the **‘Fire Assembly Point’** at the far end of the car park
* Line up quietly and calmly with the party group to account for people
* Do not return to the buildings until staff or fire service say it is safe to do so