**Party Booking Form:**

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| --- |
| **Date Required:** |
|  |
| **Morning slot** 10:00am - 1:00pm (Summer)10am- 12:30pm (Winter) | **Afternoon slot** 1:15pm - 4:00pm (Summer)12:45pm-3:15pm (Winter) |
|  |  |
| **Name:** |
|  |
| **Phone Number:** |
|  |
| **Contact Email:** |
|  |
| **No. of Children** | **Approximate age of Children** |
|  |  |
| **Party Packs Required?** | **No. of party packs @ £4 per pack** |
| **YES/NO****(delete as applicable)** | **Approx Number** |
| **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