

Birthday Party Booking Form



Contact name	
Date of party	
Contact address	
Telephone number	
Email address	
Name of birthday child	
Age of birthday child	
Number of children attending	
Age range of children	
Number of adults attending	
Party time	
Theme (highlight as appropriate)	TRIBAL SURVIVAL DINOSAUR HUNT PIRATES! MAGIC & FAIRIES
Bringing party food? (highlight as appropriate)	YES NO
Please give a brief description	
How did you hear about our parties?	
Additional notes (e.g. any children's medical requirements we should be aware of, special arrangements for dropping off/picking up children)	

Terms and Conditions

To be signed and returned to the Trust with the accompanying Birthday Party Booking Form

- The cost of our birthday parties is £10 per child.
- There is a minimum charge of £150 for our birthday parties.
- We can host up to 20 children per party.
- To secure your booking we require a deposit of £75, to be paid at least 1 month before the date of the party.
- The remaining balance for the cost of the party must be paid in full no later than 1 week before the date of the party.
- If booking within one month of the date of party, the minimum charge must be paid in full at the time of the booking.
- Refunds can only be issued with at least 48hrs notice of cancellation of the party.
- A refund will be issued with sufficient notice (as stated above), minus a £10 administration fee.

The Lancashire Wildlife Trust provides party activities and leadership but is not responsible for individual child supervision. It is the responsibility of the adult guests to provide adequate supervision for the party, as outlined below, and assume responsibility for the safety and behaviour of all their guests, as well as any damage to Trust property that may occur during the party.

- **Children aged 3-5 yrs must have 1 adult for every 3 children attending.**
- **Children aged 5-8 yrs must have 1 adult for every 6 children attending.**
- **Children aged 8-12yrs must have 1 adult for every 8 children attending.**

We actively encourage adults to take part in the party activities. This ensures that the children are adequately supervised during each game or challenge and it helps include all the children, making for a better experience.

For health and safety reasons if these supervision levels are not adhered to the party may be cancelled without refund.

All children **not** accompanied on the day by a parent or guardian must bring a signed 'Parent/Guardian Consent Form'. Children without the 'Parent/Guardian Consent Form' will be unable to take part in the birthday party activities.

I hereby agree to the above Terms and Conditions.

Signed Printed Date