



Party Booking Form

Birthdays Childs Name:

Age:

Party Date:

Time:

Number of Children Invited

Confirmed: Yes / No

Invitations Issued:

Staff Initial

Parent / Carers Name:

Address:

Tel Home:

Tel Mobile:

Email Address:

Package Option:

"Active Party"
(Ratio 1 Adult / 1 Child)

"Active Plus Party"
(Ratio 2 Adult / 1 Child)

"VIP Party"
(Max 40 persons / 20 children)

In completing and signing this form, I confirm acceptance of the party terms and conditions.

Signed

Dated

Deposit Required: (50% at time of booking) £

Staff Initial

Balance: £

Due / Paid

Staff Initial

Balance Letter Sent:

Tel: 01256 880220 www.activetots.org



Party Booking Terms and Conditions:

- Active Tots premises are available during normal opening hours Monday to Saturday 9.30am to 4pm. The outside play area may be available subject to fair weather conditions and by prior arrangement only.
- The party charge covers a set period of time as stated and will include both playtime and time in the party room for the consumption of the food provided.
- During the period of the party, the Hirer will remain responsible for the supervision of the persons using it and the parents will remain responsible for their children throughout.
- The Hirer and Guests will observe all our usual House Rules and will not use the facilities or equipment for any other purpose other than what it is intended for.
- Smoking throughout the premises is strictly forbidden.
- The Active Tots Play equipment is suitable for children up to their fourth birthday or one meter tall whichever comes soonest and consideration to this should be given when inviting guests.
- Shoes will be removed upon entering the premises and socks are mandatory for all guests at all times. In the event that our outdoor area is used, guests will be expected to replace their shoes for outdoor playtime and remove again once inside.
- Food and Drink is confined to the designated areas only and customers will not be permitted to provide food from home other than a birthday cake. Party food and selected additional adult food packages will be served within the party room only and adults will not be permitted to transfer any food or drink from the cafe area for reasons of safety. Cake will be cut and sent home in party boxes.
- Food allergies can be catered for but advance notice must be given as we are unable to change catering arrangements on the day of your party.
- No jewellery, badges or sharp equipment will be permitted.
- Any child who has recently suffered an accident or is feeling unwell should not be allowed to play on the Active Tots equipment.
- Party Guests must include any baby aged 9 months and over. Those under 9 months will be admitted provided they are accompanied by an older sibling but will not be catered for. Younger guests without an older sibling should be included within your guest list and will incur a charge if not accompanied by an older sibling.
- A non-refundable deposit equivalent to 50% of the party value will be required to secure your chosen party date and time. Until such time as a deposit has been received the party date and time may be offered to other customers. The balance payment is due no less than 7 days prior to your party date.
- The Hirer may supply their own balloons to decorate the room but these will be restricted to the party room only and must be removed by the Hirer once the party has finished.
- Family members aged 4 years and over may be allowed to attend a VIP party by prior arrangement with the management. They will not however be allowed to participate in the soft play activities for reasons of safety. Requests for them to join the party table will be accommodated only where possible and the Party Host will be asked to sign a disclaimer taking full responsibility for those involved.
- VIP parties will give exclusive use of the indoor play area and party room but all usual House Rules will apply. The outdoor area will not usually be included.
- Following the consumption of party food, all party guests will for health and safety reasons will leave the premises via the party room exit. They will not be permitted to re-enter the play zones.
- Photography will be restricted to the party room only for all parties and will be subject to all guests approval. For VIP parties a photography disclaimer may be raised enabling all guests to give their signed approval for the taking of photographs throughout the party. An administration charge will apply.
- Active Party: suitable for 8 - 15 guests each with one adult only plus one
- Active Plus Party: suitable for 6-8 guests each with both parents
- VIP Party: Total number of guests must not exceed 40 persons. Maximum number of children that can be catered for is 20.
- Active Tots will accept no liability for any injury caused to any persons during the party. The Hirer must ensure the health and safety of everyone present at all times.

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