

# Recre8 Parties Booking Form

Information you provide to us on this form is used in accordance with our Data Privacy Notice, available on our website



## Terms and Conditions

<b>Parent / Guardian Name</b>	
<b>Address</b>	
<b>Contact Number</b>	
<b>Email Address</b>	
<b>Party Type</b>	
<b>Number of Children Expected</b>	
<b>Child's Name</b>	

Party Type	Age Range	Minimum Cost (for up to 12 children, or up to 8 for climbing)	Additional Cost per Child	Maximum Numbers
Games Party	5 - 8	£108	£9	32
Multi Sports Party	5 - 12	£108	£9	32
Cricket Party	8 - 12	£108	£9	32
Football Party	5 - 12	£108	£9	32
Cheerleading Party	5 - 12	£108	£9	32
Dance Party	5 - 12	£108	£9	32
Bouncy Castle Party	4 - 8	£108	£9	24
Athletics Party	5 - 12	£108	£9	32
Climbing Party	11 - 16	£120	£15	12
Trampoline Party	5 - 12	£150	£12.50	12
Swimming Party	8 - 12	£150	£12.50	32
Magic Party	5 - 12	£222	£18.50	40
Reptile Party	5 - 12	£240	£20	40

1) Payment can be made by debit/credit card, cash or cheque (we do not accept American Express). Please make cheques payable to 'Tonbridge Services Limited'.

2) Full payment for the number of children you expect to attend, as detailed on your booking form, must be made within 10 working days once you receive a provisional booking confirmation letter. Please note that all parties have a minimum cost, regardless of the number of children attending, detailed on the table opposite. We regret that we cannot offer refunds for children who do not attend.

3) If you need to unexpectedly increase the party numbers at any point please inform us as soon as possible. A change in the number of attendees may result in the need for an additional Party Coach, which we would need to arrange before we can permit any additional children. Upon agreement, additional children must be paid for immediately. Due to our required supervision ratios, we may not be able to accommodate any extra children who arrive on the day without prior agreement. Additional children may be permitted on the day if the supervision ratios are still met.

4) Parties last for 2 hours (approximately 1 hour 30 minutes for the activity and 30 minutes in the eating room).

5) The Party Coach is provided to organise games and supervise the party ensuring safe practice at all times.

6) Party dates and times are subject to Party Coach and room availability.

7) The organiser must be present throughout the party and must be over the age of 18. As the organiser you are responsible for the behaviour of the children.

8) In exceptional circumstances we reserve the right to change activities and the date of parties giving no less than 5 days' notice.

9) Cancellations for parties must be made in writing or via email. A cancellation must be received at least 2 weeks prior to the party date in order to be considered for a refund. Individual circumstances will be taken into account at the Manager's discretion.

10) Access to the eating area will be granted half an hour before the end of the children's activity. Earlier access may be available at the Duty Manager's discretion.

11) The eating area will be set up with enough tables and chairs to seat the children. Food, decorations, plates, cups, napkins etc. are not provided by the Centre.

12) Please ask your guests to meet at the TSC Reception 5 minutes before the party is due to start. The Party Coach will meet you there.

13) Parties can be booked a maximum of 8 weeks in advance and a minimum of 2 weeks in advance of the party date. We may consider later bookings in exceptional circumstances.

14) Swimming parties – The Party Coach will supervise the children for the duration of the pool session, but the party organiser must remain present. We operate a policy of 1 adult to 1 child (0 – 4 years) and 1 adult to 2 children (5 – 7 years), so if any younger siblings are attending the party, accompanying adults are required to enter the water to supervise the children to meet these ratios. Children aged 8+ will be supervised by the party host.

**Party Food Disclaimer** - Neither Tonbridge School Centre nor Tonbridge School hold any responsibility for any food or drinks brought on to the premises for consumption. I/we take full responsibility for any food/drink items that I/we bring to Tonbridge School Centre or Tonbridge School. I understand that no plug-in electrical items may be brought onto the premises.

**We would like to stay in touch with you regarding offers and services Tonbridge School might have. If you agree to being contacted, please tick the relevant boxes.**

I agree to being contacted by: Post  Email  Phone  SMS

I, the undersigned, fully agree to the terms and conditions and disclaimer above.

PARENT/GUARDIAN NAME \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_