

# BOOKING FORM

[Please print and return this form to the relevant Active Lifestyle Centre or email it to [contactcentre@circadiantrust.org](mailto:contactcentre@circadiantrust.org)]

**Please return this form at least 14 days prior to your booking.**

Please select the centre where your party will be held: **(PLEASE TICK AS APPROPRIATE)**

Bradley Stoke ☐ Kingswood ☐ Longwell Green ☐ Thornbury ☐ Yate ☐

**Your Name:**

**Name of Birthday Boy/Girl:**

**Date of Party:**

**Child's Date of Birth:**

**Time of Party:**

**Tel No:**

**Type of Party:**

**Receipt No:**

Please read and sign this form to confirm you have fully understood the following Terms & Conditions.

## PARTY HIRE CONDITIONS

1. The Party Organiser must supervise children attending the party at all times. In the event of a first aid requirement, the Party Organiser must immediately alert a staff member for assistance.
2. Active Lifestyle Centres will not be liable for any damage to clothing worn during activities. We advise that children do not wear jewellery and that long hair is tied back.
3. Where room hire is provided, the Party Organiser can bring their own food [no takeaways]. Active Lifestyle Centres hold no responsibility for any allergies or intolerances for the party attendees; this is the sole responsibility of the Party Organiser. Party rooms are to be left in a clean and hygienic condition after use. If you have a room hire booking and you would like to bring a birthday cake, we ask that you take responsibility for cutting the cake and that you do not use candles or matches.
4. It is the responsibility of the Party Organiser to obtain permission from the parents/carers of children attending the party if photography/video is to be taken, with the exception of pool parties where NO photography/video is allowed.
5. Any party cancellation requires a minimum of 14 days' notice for a full refund. Where 14 days is not given, a date change may be considered but no refund can be offered.
6. We recommend the Party Organiser obtain an emergency contact numbers for all children who attend your party.
7. For sports hall hire only. The Party Organiser is responsible for the condition, safety and suitability of any external equipment used (for example, equipment used for a disco, magician, or a puppet show).
8. Pool Parties: Adults allocated as Supervisors must stay in the water with the children they are responsible for. Management have the right to cancel a party if pool supervision ratios are inadequate. The following pool capacities and ratios apply:

MAIN POOL		SMALL POOL	
Max No. including adults	50	Max No. including adults	40
Under 4 years	1 adult to 1 child	Under 4 years	1 adult to 2 children
4-7 years	1 adult to 2 children	4-7 years	1 adult to 4 children
Combination of ages	1 adult to 1 child	Combination of ages	1 adult to 3 children

**Unless otherwise agreed at time of booking party durations are as follows:**

- XHeight Climb [1 hr climb (including safety briefing) + 45 mins party room use]
- Explore [1 hr play + 30 mins party room use]
- Swimming [50 mins swim + 45 mins party room use]
- Softplay [45 mins softplay + 45 mins party room use]
- Sports Party [45 mins of sport + 45 mins party room use]
- Sports Hall Hire [45 mins of party + 45 mins party room use]

I confirm that I have read, fully understand and agree to the above booking conditions.

**Signed:**

**Date:**