



# Party Booking Form



Name of child: \_\_\_\_\_ Age of child on party: \_\_\_\_\_

Name of Host (Parent/Guardian): \_\_\_\_\_

Contact number: \_\_\_\_\_

Email: \_\_\_\_\_

Estimated number of guests: \_\_\_\_\_ Party Package: \_\_\_\_\_

Bronze: Gym ☐ Trampolines ☐ Both ☐

Date of booking: \_\_\_\_\_ Date of Party: \_\_\_\_\_

Party start: \_\_\_\_\_ Finish time: \_\_\_\_\_

Deposit Paid: £30 ☐ Cleaning retainer: £25 ☐

Staff signature: \_\_\_\_\_

Host signature: \_\_\_\_\_

(please check ALL details are correct before signing)

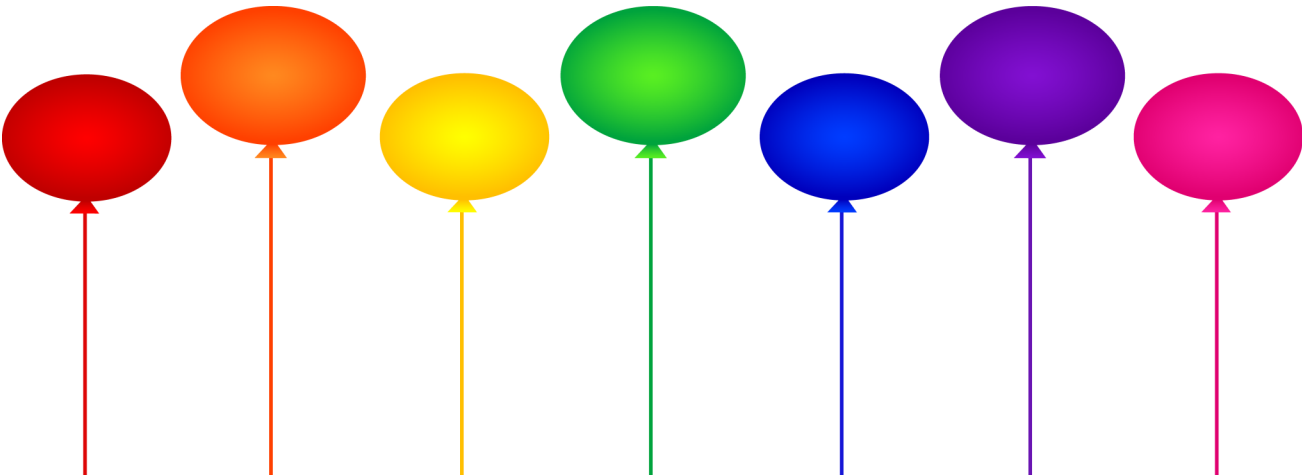
# Party Extras

Unlimited Squash Jugs	£3	<input type="checkbox"/>	Participant certificates	£5	<input type="checkbox"/>
Banner (Can be personalised)	£5	<input type="checkbox"/>	Invites for all party guests	£5	<input type="checkbox"/>
Add an extra 8 guests (1 extra coach)	£25	<input type="checkbox"/>	End of party cleaning	£25	<input type="checkbox"/>
Extra time in the gym	£30	<input type="checkbox"/>	Extra time in party lounge	£20	<input type="checkbox"/>



## Helen Carlson Cakes

8” Personalised Birthday Cake	£35	<input type="checkbox"/>	Party Box	£4 per head	<input type="checkbox"/>
10” Personalised Birthday Cake	£45	<input type="checkbox"/>	Buffet Menu	£6 per head	<input type="checkbox"/>



# Catering Form

Name Child: \_\_\_\_\_ Age of child: \_\_\_\_\_

Name of host: \_\_\_\_\_ Date of party: \_\_\_\_\_

Est. number of guests : \_\_\_\_\_ Party Start time: \_\_\_\_\_

Date of booking: \_\_\_\_\_ Date received by Helen: \_\_\_\_\_

## Cakes

8" Personalised £35 ☐ 10" Personalised £45 ☐

Please specify a theme for your cake: \_\_\_\_\_

Any specific details you have in mind: \_\_\_\_\_

## Party food options:

Party box £4 per head ☐ Buffet menu £6 per head ☐

Please specify any particular requirements you wish to have: (eg allergies, vegetarian )

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# Must read & sign

I understand my final payment must be paid 7 days prior to my party booking: **(host signature)** \_\_\_\_\_

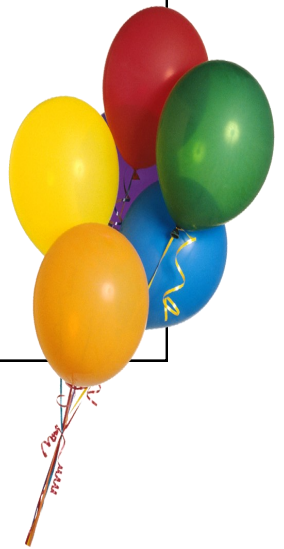
I am fully aware that I must arrive at my specified arrival time (not before) and that our whole party must vacate the premises before the allocated finish time otherwise we will incur charged for an extra 30mins of the facility:

**(host signature)** \_\_\_\_\_

I have read the terms and conditions carefully.  
I understand them and agree to abide by them:

**(host signature)** \_\_\_\_\_

Please tick if you DO NOT agree to ☐ our staff taking photos/videos for publicity purposes:



# Party balance

**FINAL PAYMENT MUST BE MADE 7 DAYS PRIOR TO PARTY**

Package price  
(before add ons): \_\_\_\_\_

Price of add ons:

1. _____	£	4. _____	£
2. _____	£	5. _____	£
3. _____	£	6. _____	£

Sub total Price: \_\_\_\_\_

Minus deposit: - £30 \_\_\_\_\_

Remaining balance:

Date paid: \_\_ / \_\_ / \_\_

Staff Signature: \_\_\_\_\_

# Important Information

When booking your party, please ensure the booking form is handed into reception along with a £30 non-refundable deposit.

Final payment **MUST** be paid 7 days before your party booking. This is important for our staff so they can plan your party appropriately to give you the best service we can.

Please do not arrive before your allocated start time as there may be another party or a class before you and you will be asked to wait outside.

**We only have enough seating to permit 24 children for food within the party lounge.**

## **Bronze package: starting from £100 £120 both gym & tramps**

Your gym session will start within 5 minutes of arrival and departure will be the end allocated time on the party slot. If you have brought party bags, you may wish to finish the gym session 5 minutes earlier to allow time to hand them out.

## **Silver: starting from £160**

Your gym session will start 5 minutes after your allocated arrival time. You will then have 1 hour in the gym, then 45 minutes in our party lounge. This will leave you 10 minutes to clear up your rubbish, wipe down surfaces and sweep/vacuum if you have not selected the end of party cleaning add on.

Please ensure all rubbish is taken away with you and **not placed in our bins**. If you have selected the end of party cleaning add on you will need to have vacated the premises by the end of the 45 minutes to allow staff to commence the post party cleaning.

## **Gold starting from £200:**

Your gym session will start 5 minutes after your allocated arrival time. You will have 1 hour in the gym, then 1 hour in our party lounge. This package includes invitations, squash jugs, participation certificates and post party cleaning. As this package includes post party cleaning you will need to vacate the premises by the end of the 1 hour party lounge slot to allow staff to commence the post party cleaning.





# Important Information

## Our commitment to you

Via our affiliation to British Gymnastics, complimentary participation insurance is included for all guests who are participating within the supervised time in the party.

We will ensure that our party hosts are fully qualified British Gymnastics Coaches and provide a fun 1 hour session of activity in a safe, child friendly environment.

We will ensure that there is a maximum coach/participant ration of 1:8.

**Sorry, but we are unable to increase those numbers on the day!**

We will ensure that the facility is clean and tidy before your arrival this is why it is important not to arrive before your allocated time slot.

## Your commitment to us

The host booking the party will be responsible for ensuring that all their party guests are aware of and abide by the rules and regulations of the centre, which are designed to maximum enjoyment of your guests and to protect their health and safety.

All participants must be on the register as we use this for a fire register as well to take out with us in case of an emergency

The host booking the party will be required to pay for any damage and/or vandalism to the centre caused by participants attending their event. We would like our facility to be treated with respect.

**A non-refundable deposit of £30 and £25 cleaning retainer must be paid at the time of booking. The cleaning retainer will not be cashed, if the party lounge is clean and tidy with no damage it will be returned at the end of the party slot.**



# Important Information

## **Rules and regulations to be aware of**

Alcohol and smoking is prohibited on the premises including the car park.

**Please remember this is a child friendly centre!**

All our staff should be treated with respect.

Any accidents or incidents must be reported to the supervising staff immediately.

Anyone considered to be abusing the centre rules will be asked to leave immediately.

Please remember that CCTV is in use both for your safety and to provide protection for our staff and facility.

## **Disclaimer**

Cambrian centre for activity, along with Neath-Afan Gymnastics Club is under no liability in respect of loss or damage to personal property which may be incurred by those attending the centre, including the car park areas.

## **Fire regulations**

Should the fire alarm sound, please leave the building in an orderly manner down stairs and out the main door, and meet at the designated meeting area, which is in the car parking area close to the central grass verge.

Please DO NOT enter the gym hall. Your children will be escorted to safety by our trained staff via one of our alternative three exit routes planned and will be reunited with parents as soon as it is





# Important Information

## For the protection of participants and equipment

Please be aware that this is a physical activity, and appropriate clothing must be worn by all participants. Comfortable clothing such as shorts/leggings and t-shirt is best. Please avoid dress up costumes and jeans. Belts and buttons should be avoided.

There is a strict **NO JEWELLERY** rule within the gym for health and safety reasons.

**Long socks MUST be worn at all times on the trampolines, but please refrain from wearing them within the rest of the gymnastics hall when possible.**

Long hair must be tied back & No foot wear in the gym

If there are babies, toddlers and children under the age of 2 in the party they must have direct supervision from a parent. However these children will still be counted under the participant to coach ratio. Nervous 3-5 year olds may also require adult supervision.

Children should not be allowed within the kitchen area.

Please refrain from taking food and drink onto carpeted area or into the gym.

We may take photographs of the participants during the party for publicity purposes. Please ask your guests if it ok to do so. Tick the box on the booking form if you DO NOT wish for photos to be taken.



# To be completed by staff

Names of staff: \_\_\_\_\_ Sign: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

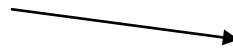
\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

Staff Signature



The party lounge was clean and tidy prior to party \_\_\_\_\_

The gym was appropriately set up \_\_\_\_\_

An activity risk assessment form was carried out prior to party: \_\_\_\_\_

Fire/emergency plan explained to guests \_\_\_\_\_

The participants and guests were respectful to staff \_\_\_\_\_

Party review forms were given to host \_\_\_\_\_

Free Vouchers given out \_\_\_\_\_

Party lounge & kitchen left tidy? \_\_\_\_\_

All rubbish taken away? \_\_\_\_\_

How well did the party go, Out of 5? \_\_\_\_\_



# Participant Register

Name of child	Date of birth	Permission for photos for advertising (Y/N)	Any medical/ info we need to know?	Email	Parent/ Guardian



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