

Party Booking Form

Please send completed forms to plascrug-leisure@ceredigion.gov.uk

Name of Parent/ Guardian:	
Address	
Email Address	
Contact Number	

Child's Name	
Child's Age	

Party Options <i>Please check box</i>	
Soft Play	<input type="checkbox"/>
Bouncy Castle	<input type="checkbox"/>
Small Pool <i>(refer to Under 8's Policy)</i>	<input type="checkbox"/>
Sports Hall: <i>Please state activity below</i>	<input type="checkbox"/>

Date required	
1 st Choice	<input type="text"/>
2 nd Choice	<input type="text"/>

Do you require space to bring party food?	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Approx number of children coming to the party	<input type="text"/>
Age range	<input type="text"/>

Office use only			
Date received	<input type="text"/>		
Date party booked	<input type="text"/>		
Time	<input type="text"/>		
Booked on system	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="checkbox"/>
Confirmation sent	<input type="checkbox"/>		



1. Hire of clubs/Groups etc.

It shall be the duty of the individual club members who arrange bookings to inform each participating member of the terms and conditions. Each participating member will be deemed to have been given such notice when using the centre facilities.

2. Cost of Hiring facilities and Equipment.

All charges shall be fixed at the discretion of the Management Committee

3. Personal property

The Management Committee, their servants and agents accept no liability for loss or damage, however caused, to any property or money left or deposit by any person on the premises.

4. Personal Injury

The Management Committee, their servants and agents will not be liable for injury or damage, however caused, to any person making use of the Centre and its facilities save as expressly excluded by the Unfair Contract Terms Act 1977.

5. Use of Car Park

Vehicles are parked in the Centre area entirely at their own risk.

6. Damage of Equipment and Premises

All damage, however caused, to the Centre and equipment, must be paid for in full by the individual(s) or Club responsible and, as far as the Centre is concerned, it shall be deemed to accept full responsibility for the number or members both who make bookings on its behalf and who use the Centre facilities in the Club's name. The Management Committee reserve an absolute discretion as to whether damage property and equipment be repaired or replaced and failure to pay in full will lead to the individual(s) being barred from using the centre.

7. Booking Cancellation

All bookings must be paid for and although cancellations will be accepted if a minimum of 48 hours' notice given, payment will normally be waived unless the cancelled booking is taken by someone else.

8. Supervision of Children

It should be the responsibility of parents and other adults who bring their children to the centre to supervise them at all times and to identify the management committee against any damage or injury caused by the children under the supervision.

9. Food & Drink/Catering

Members of the Public will be able to use the balcony or meetings room for food, you are to bring your own food and tidy up after, we will supply black bags

