



Please fill in all details below. This form is not confirmation of birthday party booking. A confirmation email and request for payment will be sent. Please read Terms and Conditions overleaf.

Contact details

Name of parent/guardian: _____

Name of child: _____ Child's DOB: _____

Address: _____

Postcode: _____

Tel: _____ Email: _____

Party details

Choose up to two of the following for a Multi-Sport party:

- Basketball
- Dodgeball
- Athletics
- Football

Choose one of the following:

- £ 1-16 children (£140)
- £ 17-24 children (£165)
- £ 25-32 children (£190)

Do you require St Mary's catering?

- Yes (separate form to be completed)
- No

Party date: ____/____/____

Party time: ____/____/____

Declaration

I have read the Sports St Mary's Birthday Party terms and conditions overleaf and understand and accept the terms and conditions without reservation.

Signed _____ Date _____

Print Name _____

Please return to Sports Centre in person, or via email: sportsvillage@stmarys.ac.uk



St Mary's
University
Twickenham

London

Sport St Mary's Birthday Parties Terms and Conditions

- All party bookings are subject to availability of dates and coaches.
- All partygoers must be between 5 and 13 years old. A maximum of 32 children is allowed.
- SSM will confirm the booking via email once the appropriate number of coaches has been secured. Payment for the party must then be paid in full within 5 days of receiving this confirmation.
- Cancellations made within 14 days of the birthday party date will not be refunded. Cancellations made with more than 14 days' notice will be refunded, minus a £10 administration fee.
- If the catering option is selected the catering form must be returned at least 14 days before the party date. If a booking is made within 14 days of the requested date, catering will not be available. Payment for catering is due immediately upon receipt of the invoice from SSM.
- The Hirer must clean up the food area before the end time of their booking. SSM staff will provide cleaning equipment and bin bags. Full rubbish bags can be left in the room for SSM staff to dispose of.
- A minimum of two parents/guardians are required to supervise the party and are responsible for the safe return of every child to the correct parent/guardian at the end of the party.
- If the names of the supervising parents/guardians are different to the names given at the time of booking, SSM staff must be informed on the day.
- The start time stated in the booking is the time when the Hirer will be allowed to start setting up. The facility must be vacated at the end time stated in the booking.
- SSM coaches will set up and break down sport equipment used for the party. Any other equipment brought in by the Hirer must be cleared at the end time of the booking.
- In the unlikely event that SSM has to cancel the booking, we will give notice to the Hirer and any fees already paid will be refunded, or alternative dates may be offered when available.