PARTY BOOKING INFORMATION

Party hosts are responsible for ensuring that parents of children attending a party at Beccles Royales Gymnastics Club have read and understood the rules set by the club

Exclusive use of the venue for 2 hours

- This includes arrival at your selected time with a total of 1 hour and 45 minutes of free play and 15 minutes to set down time of the party.
- Equipment such as the air track and foam pit will be turned off after 1 hour and 45 minutes in preparation for setting down the party.
- We recommend that you advise your guests that the party is for 1 hour 45 minutes to ensure they are ready to pick up their children before the end of the party.
- Please DO NOT arrive more than 10 minutes before your selected time on the day of the party, or you may be asked to wait outside until staff are ready for you to enter the building.

Parent supervision at all times

- The gym will provide a range of soft play equipment for the children during the party. This is an unstructured party for children and MUST be under direct supervision of at least two adults from the party.
- Adults are allowed to move freely around the gym as long as they remove all footwear. Strictly NO ADULTS to go on the airtrack, trampoline track or soft play equipment.
- Staff members are there to ensure your party runs smoothly and safely and are NOT responsible for the supervision of the children.

Children attending the Party

- Party bookings include up to 30 children with the maximum age of a child attending being 11 years and under. For each additional child a fee of £5 per child will be added to the total cost of the party. A head count will be taken during the party to ensure this isn't breached.
- Strictly NO SOMERSAULTS to be performed by any child or adult during the party
- No jewellery should be worn by any of the children during the party. We recommend that children do not wear socks during the party as some surfaces are slippery.

Party Food

- Parents have the option to bring their own food on the day of the party.
- Buffet style party food can be provided via the gymnastics club for an additional cost of £3.50 per child attending the party upon request when booking.
- The kitchenette is for staff only, and it is NOT to be used by customers. We may allow one designated person in the kitchen to cut the cake whilst supervised by a member of staff towards the end of the party.

Refreshments

- Customers are able to purchase hot & cold drinks from our kitchenette, from a member of staff during the party. Party hosts can also open a drinks tab during a party if they wish to do so.

Payment

- A £100 non-refundable deposit is required within 7 days of booking, to keep your slot.
- The remaining £95, (plus payment for party food) is due by 4 weeks before the party date.
- Once the deposit has been received, your party date will be confirmed by email.
- Please be aware that if the deposit payment is not received within 7 days of the booking form being sent out, we will assume you no longer require the party, and the date will be reopened to the public.

Beccles Royales Gymnastics Club
Registered Charity 1064196/0
Unit 6, Ellough Industrial Estate, Ellough, Beccles, NR34 7TD
Secretary: Telephone: 07498 870083 **E-mail:** becclesgymnastics@gmail.com

PARTY BOOKING APPLICATION FORM

Party Hosts Full Name:			
Address & Postcode:			
Contact email address:			
Contact Number:	**Mobile:**	**Other:**	
Name of Birthday Child:		**Age of Birthday Child:**	
Party Duration: 2 hours including 1 hour 45 minutes free play and 15 minutes set down time **Please DO NOT arrive more than 10 minutes earlier than your party time as you may not be able to enter the building**			
Date selected:	**Start time:**	**Finish time:**	
The Maximum age for children who can play on the equipment is 11 years. Strictly NO adults on the equipment			
Number of children attending (30 maximum): **Age range of children attending:**		**For each additional child over 30, a fee of £5 per child will be added to the total cost of the party**	
Would you like us to provide party food at a cost of £3.50 per child? **YES / NO**		**Party Hire for 2 Hours** **Food @ £3.50 per child** **Additional Children @ £5 per child** **TOTAL AMOUNT DUE**	£195 £..... £..... £.....
Party Cost (excluding food): **£195**	**Deposit Required:** **A £100 non-refundable deposit to be paid within 7 days of booking**		
Please make payment online via bank transfer to:			
Account name: **Beccles Royales Gymnastics Club** **(Lloyds Bank – Business account)**		**Account number: 68784963** **Sort Code: 30.99.50** **Reference: "Party date "**	

Declaration

- I have read and understood the Party Information (sent by email / on website) and acknowledge that non-fulfilment of the conditions will lead to the cancellation of any booking.
- I agree to pay a £100 non-refundable deposit now, within seven (7) days of receiving this form, and the balance of the invoice no later than four (4) weeks before the party date.

Full Name of Host: (PRINT):

Signature of Host:

Date:

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