 **Party Terms and Conditions**

**Please read and sign these Party Terms & Conditions. We will also give you a Guest List to complete, and a supply of Invitations.**

**To confirm your booking today,** we need:

1. A non-refundable deposit - payment for ten children.
2. Your signed Terms and Conditions

**Final Payment** is due with your fully completed guest list with details of any food allergies **at least 7 days before the party**. The deadline is due, to ensure we have enough staff on our rota, we have ordered the correct amounts of different products, and so we can prepare your party bags. Please be advised that an **additional charge of £10** will be added to the cost of those parties where we have not received this information on time.

**We can’t give refunds** once you have paid your final balance, but you can call us, up to two days before your party, to increase your numbers, within reason.

**The minimum number** for our Party Packages is

* Premium Party – minimum of 12 guests, Maximum 20 (1 adult per child)
* Deluxe Party – minimum of 20 guests. (Unlimited Adult guests)
* VIP Party – minimum of 30 guests. (Unlimited Adult guests)

**The price is for one child**. Siblings and Babies aged under 1 year who are not part of the party group are charged the standard admission price applicable at the time.

**Cancellations**

Party cancellations due to illness or other serious factors may be re-booked, (adverse weather conditions are not classed as a serious factor). A re-booking fee of £50.00 will be applicable.

**Adult Catering and Party Extras:** If you require food for adult guests or any party extras such as balloons, you need to order these **at least 7 days before the party**.

**Outside Agencies**: Face Painters and Mascots are not permitted unless you have written approval from Party and Play. All outside agencies will need to provide Insurance and DBS information prior to an event being held.

Parents and guardians need to supervise children at all times. **Our Rules of Play** are available at [**www.partyandplayfunhouse.co.uk**](http://www.partyandplayfunhouse.co.uk)

**The Party Organiser’s Responsibilities**

* You need to arrive 5 minutes before the start of the party to greet your guests.
* Please ask all your guests to wear long-sleeved clothing socks, and shoes when playing outside.
* If your guests wish to bring extra siblings, they must pay the full admission price.
* You need to make sure that guests leave the play centre, with their belongings, at the end of the party.
* You must provide the Birthday Cake, Serviettes and Candles **(only normal candles - sparklers and fountain candles are not permitted)**.
* **To adhere to Natasha Law any birthday cake or cupcakes brought into the facility must be shop-bought or made by a reputable baker/cake maker and have allergen information provided. Party and Play Funhouse accepts no responsibility for any cakes brought onto the premises. The Party Organiser accepts full responsibility. Full contact details of the cake manufacturer must be supplied.**
* **No outside Food, Drinks Decorations/Theming, Pinatas, Banners or Balloons are to be brought into our Play Centre under any circumstances.**

**Party Feedback:** If you have any problems, you must speak to the Duty Manager immediately so they can be resolved.

*Please can you sign \*, confirming you accept the Terms and Conditions of our Party Packages for*

*your party booking on the ……………………………… at …………… for………hours.*

 *\* Customer Signature…………………………… Print Name……………...………………. Date……………………. \**

 *Party Booking Clerk……………………….... Print Name……………………………. Date…………………….*

***Full Details of Cake Manufacturer …………………………………………………………………………………………………***