

# Birthday Party Booking Form

Swim School



Please enter in your details and chose a preferred time/day below:

Day:     Saturday     Sunday

Time:    1:00pm to 3:00pm

Preferred Dates: \_\_\_\_\_

<b>Your Name:</b>	
<b>Contact Number:</b>	
<b>Email:</b>	
<b>Postal Address:</b>	
<b>Name of Birthday Child:</b>	<b>Child's Age:</b>
<b>Number of Guests:</b>	<b>Age Range:</b>

## Need Catering?

Birthday Party Catering is provided by Blend Poolside Café. Please refer to Birthday Party Catering Menu for food packages and order form. This can be found on our website and at the Swim School office. Catering is optional. If you are after catering please contact the Catering Manager Kathy at [kathy.whale@willoughby.nsw.gov.au](mailto:kathy.whale@willoughby.nsw.gov.au) and attach the Catering order form.

## Birthday Party Timetable

On arrival to the Leisure Centre, please have all children assemble and meet at the Play Club (outside main front entrance to Willoughby Leisure Centre). Please note that parking can be difficult on a Saturday from April – September due to Winter Sport. Please allow additional time to arrive and pass this information onto your guests.

<b>Activity</b>	<b>Party Timing (1:00pm-3:00pm)</b>
Arrival of Guests	1:00pm
Introduction and Pool Rules	1:15pm
Swim Test	1:25pm
Slide Pool Games	1:30pm
Inflatable	1:50pm
Back to Party Room	2:25pm
Food served (if applicable)	2:30pm
Cake	2:50pm
Exit party room	3:00pm



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## How did you hear about us?

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> WLC website     | <input type="checkbox"/> Flyer               | <input type="checkbox"/> Word of mouth                            | <input type="checkbox"/> WLC member      |
| <input type="checkbox"/> School          | <input type="checkbox"/> Attended previously | <input type="checkbox"/> Swim School                              | <input type="checkbox"/> What's on @ WLC |
| <input type="checkbox"/> Council website | <input type="checkbox"/> The Willis          | <input type="checkbox"/> Other ( <i>please specify</i> )<br>_____ |  |

## Please be aware of the following conditions:

- A minimum deposit of \$50.00 must be made to confirm the booking. The remaining money owed must be paid in full on the Monday before the party.
- Cancellations before confirmation will forfeit the deposit paid. Cancellations after confirmation will forfeit all monies paid. Select your party carefully as a **'no refund'** policy applies.
- The cost of the party is \$25.00 per child for confirmed guests (minimum of 15 and maximum of 30 guests).
- Final numbers and all party details must be confirmed and paid for by 5:00pm Monday, before the party date (this includes any catering payments). No confirmation will result in the cancellation of the party and you will subsequently forfeit the deposit paid.
- Due to staffing requirements and safety issues the numbers must be confirmed in advance. After receiving confirmation for party numbers, before 5:00pm Monday, any additional children that attend the party will be charged at \$31.00 per child.
- The minimum age of children is 6 years, the max is 12 years. Siblings older/younger than these ages are welcome, and the pool admission fee will apply. Their entry will not include the party activities and they will be the full responsibility of the parent.
- Please note the party fee includes 2 parents/guardians and a spectator fee of \$3.00 will be charged for any additional spectators
- Please note activities may vary and the inflatable may not be available due to unforeseen circumstances
- Catering menu must be finalised by Thursday 2 weeks prior to the party date with the Blend Café.

I, the undersigned have read, understood and agree to the conditions of Willoughby Leisure Centre birthday party booking agreement.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Sign: \_\_\_\_\_

## FOR YOUR INFORMATION

### What Isn't Included

- Serviette/plates for cake if you are bringing your own.
- Cutlery/plates/serviettes/cups are not included if you are bringing your own food. They are included if you are purchasing food through the cafe.
- We will provide: Tables and Chairs. You will need to provide your own tablecloth.

### Please remember the following conditions:

- The cost of the party is \$25.00 per child for confirmed (minimum of 15 and maximum of 30 guests).
- Remaining party details, including numbers must be confirmed and payment finalised by 5:00pm Monday, before the party date. No confirmation will result in the cancellation of the party and you will subsequently forfeit the deposit paid. Any additional attendees after confirmation will be charged at \$31.00/child.
- The minimum age of children is 6 years, the max is 12 years. Older and younger siblings as well as parents are welcome, and the pool/spectator admission fee will apply. Older/younger sibling's entry will not include the party activities and they will be under full supervision of the parent.

