

# Birthday Party Booking Form

Swim School



WILLOUGHBY  
LEISURE

## Booking Choices

Day:  Saturday  Sunday Time: 1:00pm to 3:00pm

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

## Contact Details

Your Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Name of Birthday Child: \_\_\_\_\_ Child's Age: \_\_\_\_\_

Number of Guests: \_\_\_\_\_ Age Range: \_\_\_\_\_

## How did you hear about us?

- WLC website  Flyer  Word of mouth  WLC member  
 Attended previously  Other (*please specify*) \_\_\_\_\_

## 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.

Activity	Party Timing (1:00pm-3:00pm)
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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## Terms & 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 \$26.00 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. 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 \$32.00 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
- *By law Willoughby Leisure Centre is bound by the Privacy and Personal Information Protection Act 1998 (PPIPA) and Health Records and Information Privacy Act 2002 (HRIPA). The Privacy and Personal Information Protection Act 1998 ("PPIPA") provides for the protection of personal information and for the protection of the privacy of individuals.*

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

Responsible Persons Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## 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.
- 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 \$26.00 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 \$32.00/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.

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