

## PARTY BOOKING FORM

Name of Hirer (Parent/Guardian): .....	<b>Office use only</b>
Name of Party Child:..... Age: .....	Teacher .....
Address: .....	Deposit .....
.....	Date.....
Telephone Number: .....	
Date of Booking: <i>(please check availability with Facility)</i>	
..... Time: .....	
Party Package Required: .....Option.....Songs.....	
Will You Be Supplying Your Own Food: .....	
Number of Children Attending: (min 10 & max 24): .....	

*All party packages include two hours studio hire, your first hour's activity is of your choice with instructor/organiser small present for the birthday child. The second hour of hire is designed for party food, dancing and present opening. An adult must be present for supervision for this hour. Food is to be provided by the Hirer. **Hirer must ensure studio area is left free from rubbish and removed from Dance Reality at the end of the hire period.***

### TERMS AND CONDITIONS

1. The Hirer must complete and return a booking form in order for the booking to be confirmed
2. All bookings are inclusive of the set up and breakdown of equipment
3. The facility is for hire at the discretion of the Facility Manager and he shall have the absolute right to decline any application without offering any reason.
4. The Facility Manager reserves the right to stop any sports or meeting not properly conducted and may if he thinks fit charge the Hirer for any extra expenses he may incur.
5. The Facility Manager has the authority to refuse admission to the Facility to any person or persons whom he thinks is undesirable to admit and the hirer shall take steps to implement such refusal.
6. Smoking is not allowed indoors or in any part of the Facility.
7. Dogs (except guide dogs) are not allowed on the site at any time whether with or without a lead or to left in any vehicle on site
8. The Hirer must make no attempt to move or otherwise tamper with any of the Facilities equipment unless under the supervision of or with the permission of the Facility Manager
9. The Hirer is responsible for the repair or replacement of any of the Facilities equipment if damaged during the period of hire.
10. Activity Parties – One hour's activity will be supervised by Dance Reality and the remaining time the Hirer is responsible for ensuring that adequate supervision is provided
11. The Hirer shall be responsible for ensuring that all persons using the Facility are properly attired and are wearing suitable footwear (**No Healey's**)
12. All accidents must be reported to the management and where appropriate an accident form should be submitted
13. The Hirer shall be responsible for any accident whatsoever resulting in death or personal injury to another unless such death or personal injury has been caused by the negligence of the Facility.

### **Payment:**

A non refundable deposit of **£40.00** is required at time of booking to secure. Full settlement of the hire charge must be received at least one week in advance of the booking. For parties over 15 children there is a £3.00 charge added per child over 15 to your final bill.

Signed: ..... Date: .....