

PARTIES

sencio

Parties

ENJOY A RANGE OF PARTY OPTIONS
FOR KIDS OF ALL AGES WITH SENCIO



Title:	Parent/Guardian Name:
Address:	
	Postcode:
Email:	
Daytime tel:	Mobile:
Preferred Date:	Time:
Alternative Date:	Time:
Activity:	
<input type="checkbox"/> Room hire	Nos. Attending:
Child's Name:	D.O.B:
Parent/Guardian Signature:	
Office Use Only	
Booking Ref:	Amount Taken:
Receipt No.:	Date Processed:
Staff Signature:	

In compliance with UK General Data Protection Regulation (GDPR), all information collected will be treated confidentially and will not be shared with any other organisation without your explicit consent. Information collected will be added to our customer database and may be used for administrative purposes in providing services to you and for communicating with you. For further information on how we hold and use your personal data, you can read our Privacy Policy at www.sencio.org.uk

Please tick the following boxes if you consent:

- I agree to allow Sencio Community Leisure to send me further information and newsletters of special offers, promotions and products which may be of interest to me. I understand that I may withdraw my consent to this at any time.
- I agree to allow Sencio Community Leisure to share my information with third parties acting on its behalf for the sole purpose of providing the services I receive from Sencio Community Leisure. I understand that I may withdraw my consent to this at any time.



To be retained by the customer

CUSTOMER INFORMATION

HOW TO BOOK YOUR PARTY:

1. Please fill in this enquiry form and return to the leisure centre either by handing it in at reception or emailing to the appropriate centre (please see reverse for contact details).
2. Availability will be checked and our party co-ordinator will contact you. Full payment is required in order to confirm your booking.
3. You can pay by:
Telephone with a debit/credit card
In person with debit/credit card, cash or cheque.

ON THE DAY:

- Your party group will be greeted at reception and escorted to your supervised activity.
- If you have hired a room to use after the activity, we will show you to the room before the party begins. Ensure you have read the Room Hire Terms and Conditions in advance.

PARTY FOOD:

- Sencio do not provide party food or drinks, so if you wish to eat at the centre after your activity, please bring it with you. Room hire is required for this.
- You will also need to provide your own utensils including cups, plates, cutlery and cake knife.
- The Food Safety Act 1990 advises that all food may only be out of refrigeration for a maximum of 2 hours.

DON'T FORGET:

- Emergency contact details for all children attending the party.
- The centre is unable to take responsibility for storing presents or birthday cakes. These may be left in your hired room if you have chosen this option. We recommend you bring a large plastic bag for presents.
- After you have enjoyed your day please help us by vacating your party area promptly so that we can clean ready for the next party.

CANCELLATION:

- If a party is cancelled one month prior to the party date, the full cost, minus a cancellation/admin charge, will be refunded where appropriate.
- If a party is cancelled less than one month prior to the party date no refund will be issued.

ROOM HIRE TERMS & CONDITIONS:

- You may bring in your own catering for the party – Please remember to consult all party attendees regarding food allergies. No refrigeration, cooking or warming of food is available on site.
- We ask that the hirer tidies up the room after use by placing all disposable items such as plates, and cups in the black sacks provided.
- It is also the hirer's responsibility to supervise party guests whilst eating.
- You will need to provide your own knife to cut the cake but this must be used by an adult only and placed safely away from children.
- You may decorate the room but we would ask that you use blue tac (strictly no sellotape).
- The hirer will be shown to their party room and some sites may issue a key on arrival. It is the responsibility of the hirer to lock the room when not in use. Sencio are not responsible for any items left in the room prior / during or after the party.
- The hirer is responsible for the health and safety of their party attendees throughout the duration of the hire period.
- Information regarding emergency procedures, house-keeping and first aid arrangements will be explained to you at the time of booking.
- The capacity of each room hired is given upon enquiry and may not be exceeded for safety purposes.
- The management reserves the right to alter proposed room layouts in order to comply with fire regulations and to refuse admission to rooms if over-crowding is liable to occur.
- Please note: the use of mains operated devices such as stereos is not allowed.



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We are social!

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sencio.org.uk