



Booker Park School
 Stoke Leys Close
 Kynaston Avenue
 Aylesbury
 Bucks HP21 9ET
 Tel: 01296 427221

2017 SWIMMING POOL PARTY - BOOKING FORM

Please complete the details below and either send to the above address or email: tgomm@thevalefederation.com

Note: The booking form must be received together with the £20 non-refundable deposit within 7 days of the provisional booking.

Name of Hirer: Address: Telephone No(s): Email address: Child's Name:		*parties term time only*	Sunday
		Date of Pool Party:/...../201
		Start Time:	3.00pm
		End Time:	5.00pm
		Total number of children	=
	Age range of children:		
	0-7 years	=	
	aged 8+	=	
	Number of supervising adults in the water:	=	
Please detail any relevant medical conditions of those attending the party.			

Cost of Pool Party:	£150.00 (incl. vat @ 20%, Lifeguard & insurance)	*Subject to availability*
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Deposit & Invoicing Details: Please indicate payment method ie. cash / cheque / BACS.	£20.00 non-refundable deposit required to secure the booking. The balance of £130.00 will be invoiced 3 months prior to the party. Payment due 6 weeks prior to the party date.	I have paid by: Cash - If payment is to be handed in to reception, please ensure it is in a sealed envelope addressed to the "Finance Office". No loose cash can be accepted at reception. Y / N Cheque - payable to "Booker Park School". Y / N BACS - Lloyds Bank. Sort code: 30-00-02. A/C No: 01343217. Quote reference: "PP. Date of party. Surname." (eg: PP 310116 BROWN) Y / N. Date paid.....
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Terms & Conditions:	<ul style="list-style-type: none"> • Maximum number of swimmers in the water is 20. (This includes all the children & supervising adults). • Ratios: 1 adult to 2 children age 7 & under / 1 adult to 10 children age 8+. eg. 13 children (age 7 & under) + 7 adults / 18 children (age 8+) + 2 adults. • Safety in and around the pool is at the discretion of the Lifeguard. • Due to unforeseen circumstances on the party day and if the Lifeguard is unavailable (and we are unable to organise another Lifeguard to cover), for Health & Safety reasons, the party will have to be cancelled and a full refund will be issued. • Hire charges are revised annually from 1st April & may be subject to a small increase.
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Parking:	As you approach the school go over the roundabout & the pool is on the left through the glass corridor.
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Hirers Signature:

Date:

Principal's Acceptance of Booking:

Date:

2017 Booker Park Pool Parties (please retain for future reference)

- The cost of the pool party is £150.00 including vat @ 20%, Lifeguard and insurance.
- £20.00 non-refundable deposit is required to secure the booking.
- £130.00 balance will be invoiced 3 months prior to the party and payment is due 6 weeks prior to the party date.
- Parties only available term time only and subject to availability.

Payment by:

Cash - If payment is to be handed in to reception, please ensure it is in a sealed envelope addressed to the "Finance Office". No loose cash can be accepted at reception.

Cheque - payable to "Booker Park School".

BACS - Lloyds Bank. Sort code: 30-00-02. A/C No: 01343217.

Quote reference: PP. Date of party. Surname. (eg: PP 310116 BROWN)

- The Lifeguard will meet the Hirer at the pool at 2.40pm and will show you where to set up table etc. The Lifeguard will carry out pool checks and get it ready for the swimmers.
- Guest to arrive @ 3.00pm and get changed ready for swimming. Swimming starts at 3.15pm and finishes at 4.15pm.
- There is a C.D player on poolside so feel free to bring along some music. If you'd like music in the corridor, there is a socket to plug in your own CD player.
- Once all swimmers are changed, the Lifeguard will clean down the pool and leave cleaning materials for you to clear down the corridor.
- The eating area will be in the glass corridor outside the changing area. Tables and chairs will need to be set up by the hirer and cleared away at the end of the party. Please ensure that the area is left clean and tidy and ensure that all rubbish is taken away when you leave. The school is not responsible for the disposal of rubbish.
- Please provide bottled drinking water for your guests.
- All food, crockery, cutlery etc to be provided by hirer. Rubbish to be removed and area cleared by hirer.
- The Lifeguard will leave a key with you to lock up. Please lock the changing room and corridor doors and check the pool is secure. Then post the keys through the letter box at reception.
- **Due to unforeseen circumstances on the party day and the Lifeguard is unavailable (and we are unable to organise another Lifeguard to cover), for Health & Safety reasons, the party will have to be cancelled and a full refund will be given.**
- **Hire charges are revised annually from 1st April & may be subject to a small increase.**
- **Swimming Pool Numbers allowed**

The maximum number of swimmers in the pool is 20, which includes everyone who enters the pool, not just the children.

It's essential that a NPLQ lifeguard on the side at all sessions.

As far as supervision in the water goes:

1 adult to 2 children under 8. 1 adult to 10 children 8 and over.