



Booker Park School
 Stoke Leys Close, Kynaston Avenue, Aylesbury, HP21 9ET
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SOFT PLAY PARTY – 2017/18 BOOKING FORM

Name of Hirer: Address: Telephone No(s): Email address:		Date of Soft Play Hire: <i>*Parties term time only*</i> Start Time: <i>Saturday/Sunday – 10.30am or 2.00pm</i> End Time: <i>Saturday/Sunday – 1.30pm or 5.00pm</i>	Saturday / Sunday /...../201 <p style="text-align: center;">am/pm</p> <p style="text-align: center;">am/pm</p>
Additional information for Hirer.	Tables and chairs will be left outside the Soft play room which can be used for party food. Please ensure the area is left clean and tidy and take any rubbish home with you. The toilets and drinking water facilities are also situated outside the soft play room.		

Charge for 3 hour hire of the Soft Play area (including insurance) Payment due: Terms & conditions:	£75.00 (incl. vat @ 20%) In full with booking form. Non-refundable in the event of cancellation.	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". <u>No loose cash can be accepted at reception.</u> Cheque - payable to "Booker Park School". BACS - Lloyds Bank. Sort code: 30-00-02. A/C No: 01343217. Quote reference: "SP. Date of party. Surname." (eg: SP 310116 BROWN)
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Terms & Conditions:	<ul style="list-style-type: none"> Maximum number of children 10. However, the maximum number of children on the equipment at one time is 5. No children over the age of 8. Saturday & Sundays: 10.30am - 1.30pm or 2.00pm - 5.00pm. Total hire time is 3 hours (setting up and clearing down within the hire times). £75.00 soft play hire charge is non-refundable in the event of a cancellation. Key collection is on the Friday @ 9.30am from Main Reception. (NB: no reminders will be issued). £20.00 cash returnable deposit will be required for the key to area. The key must be posted through the School's letter box after the party & the deposit collected within 72 hours. (NB: no reminders will be issued). Uncollected deposits will be donated to MASKS Charity (Make a Special Kid Smile). Hire charges are revised annually from 1st April & may be subject to a small increase.
Location & Parking:	As you approach the school, turn right at the roundabout and proceed to the rear of the building to the parking area. Enter via the pathway on the left hand side. Walk through the gate under the covered walkway to the circular wooden building and turn right. The Soft Play area is through the door on the right hand side. Staff will go through access arrangements when the key is collected.

Hirers Signature: Date: / / 20

Principals signature of acceptance: Date: / / 20

