Party booking form

Host details

Please give the details of the adult booking and hosting the party at **[Venue Name]**. The host is the main contact before and on the day of the party.

Host contact details

First name *

Last name *

Phone

Email *

Second contact name and phone number

Party details

Tell us about the party you would like to book. Bookings are only confirmed once the deposit has been paid.

Birthday child's name *

Age they will be turning *

Party date *

Time slot *

- ◯ [Time Slot 1]
- ◯ [Time Slot 2]
- ◯ [Time Slot 3]
- ◯ [Time Slot 4]

Party package *

- ◯ [Package 1]
- ◯ [Package 2]
- ◯ [Package 3]

Expected number of children taking part *

Expected number of adults attending

Food, cake and allergies

Let us know your food and cake plans, any allergies and the extras you would like. We will confirm what is included in your package.

Food choices and cake arrangements

Allergies, dietary needs or medical conditions we should know about (write "None" if not applicable) *

Add-ons

- [ ] Extra activity time
- [ ] Party bags
- [ ] Private party room upgrade
- [ ] Extra food or drinks
- [ ] Decorations
- [ ] Party host or character

Special requests or accessibility needs

Deposit and final payment

A deposit of **[Deposit Amount]** is required to reserve the date and time slot. The booking is not confirmed until the deposit is received.

- The remaining balance is due **[Balance Due, e.g. 7 days before the party or on arrival]**.
- The deposit is **[Refundable / non-refundable / transferable]** as set out in the cancellation terms below.
- Add-ons and extra guests are charged at the prices on **[Price List or Booking Confirmation]**.

Guest numbers and changes

- Final guest numbers must be confirmed by **[Guest Number Deadline]**.
- You will be charged for the number of children confirmed by that date, or the package minimum of **[Minimum Guests]**, even if fewer attend.
- Extra guests on the day may be added only if space and staffing allow, at **[Price per Extra Guest]** each.
- The maximum number of children for the package is **[Maximum Guests]**.

Cancellation and rescheduling

If you cancel:

- More than **[Number]** days before the party, **[Refund or Credit Terms]**
- Within **[Number]** days of the party, the deposit is kept and **[Late Cancellation Charge]** may apply

Requests to move the party to another date must be made at least **[Number]** days before the party and are subject to availability. If the venue has to cancel because of closure, equipment failure or circumstances outside its control, you will be offered a new date or a refund of amounts paid.

Arrival, timings and party room

- Please arrive **[Arrival Time, e.g. 15 minutes]** before the start of your slot so guests can check in.
- The party runs for the times in your booking. Late arrival does not extend the party.
- The party room must be vacated at the end of your slot so it can be prepared for the next booking.
- Activity times, safety briefings and food times are set by the venue and may be adjusted on the day for safety.

Supervision and host responsibility

The host is responsible for the guests at their party, including while they are on the activity area, in the party room and in common areas.

- At least one adult must supervise every **[Supervision Ratio, e.g. 8]** children, and adults must remain on site for the whole party.
- Children under **[Age]** must be accompanied by an adult on the activity area.
- Venue staff run the activity and safety briefing but do not replace parental supervision.
- The host should pass on the venue's rules and any instructions to guests and their parents.

Guest waivers

Every guest taking part in the activity must have a waiver signed before they participate. A parent or legal guardian must sign for each child under **[Age of Majority]**.

- The host may sign only for their own children and cannot sign on behalf of other families.
- We will send the host a waiver link to share with guests' parents with the invitations.
- Guests without a signed waiver will not be allowed to take part until one is completed. No refund or extension is given for guests who cannot take part for this reason.

Outside food and decorations

- Outside food and drink are **[Allowed / not allowed / allowed for birthday cake only]**.
- Candles may only be lit in the party room under adult supervision. Sparklers, confetti, glitter, piñatas, helium balloons or silly string are **[Allowed / not allowed]**.
- Decorations must not be attached to walls or equipment with tape, pins or adhesives.

- The host is responsible for checking allergies with guests' parents for any food they bring.

Damage and conduct

- The host is responsible for the cost of repairing damage to the venue, party room or equipment caused by their guests, other than ordinary wear and tear.
- Extra cleaning may be charged at **[Cleaning Fee]** if the party room is left in an unreasonable condition.
- Guests must follow staff instructions and safety rules. Staff may remove any guest from the activity for unsafe, abusive or disruptive behavior, without refund.
- Alcohol, smoking, vaping and illegal substances are not permitted.

Photos and promotion

Parents and guests may take photos for personal use. Please respect other customers' privacy.

Venue photos of the party for its website and social media *

- ◯ You may take and use photos of our party
- ◯ Please do not take or use photos of our party

The host should tell the venue if any guest must not be photographed. Anyone may ask for a photo of them or their child to be removed from the venue's channels.

Assumption of risk and liability release

I understand that activities at the venue may involve physical activity, jumping, climbing, running and contact with equipment and other participants, and that injuries can occur even when rules are followed.

To the fullest extent permitted by applicable law, I release **[Venue Name]** and its owners, staff and representatives from claims arising from:

- The ordinary risks of the activities booked
- The conduct of party guests or adults supervising them
- Food, cake or decorations brought by the host or guests
- Loss of or damage to personal property brought to the party

This booking agreement does not replace the individual waiver each participating guest must sign.

This release does not exclude or limit liability that cannot legally be excluded or limited, including liability for fraud, intentional misconduct, gross negligence or violations of mandatory consumer rights.

Privacy and recordkeeping

The venue may collect and keep the information in this form where reasonably necessary to:

- Manage the booking, payments and party arrangements
- Prepare food and respond to allergies or medical needs
- Contact the host before, during and after the party
- Keep records of this agreement, guest waivers and any incidents
- Respond to complaints or legal claims

Information will be handled according to the venue's privacy notice and applicable data-protection laws.

Final declaration

By completing and signing this form, I confirm that:

- The party details I have provided, including allergies, are complete and accurate.
- I agree to the deposit, payment, guest number and cancellation terms.
- I will supervise my guests and make sure every participating guest has a signed waiver.
- I will follow the venue's rules on food, decorations, damage and conduct.
- I understand that this agreement does not remove rights or protections that cannot legally be waived.

Signature

☐ I have read, understood and agree to the Party Booking Form and booking terms above. I confirm that the information provided is accurate and that I am the adult responsible for this party booking. *

Signature *