



## Hosted Party Booking form Terms and Conditions

**Family Tree, 14 Kenilworth Street,**  
Leamington Spa, CV32 4QS  
**T: 01926 312 820**  
Company No. 08444313

Your name:		Childs name:	
Telephone number:		Childs birthday age:	
Email address:			
Details of party theme:			
Where did you hear about us?		Preferred host (if known):	
Preferred date:		Preferred time:	
Number of people:	Adults:	Children:	
Cake wording:		Cake image:	
Dessert option (chose one):	Jelly / Ice cream / Cupcakes		

Child's - additional party requirements	Total cost
Fully licensed themed tableware (prices on request)	
Themed party bags (£2.00)	
Character Mascot / Host (£30 per half hour)	
Bouncy Castle (£70) please state theme:	
Soft play (£75)	
Face Painter, 2 hours (£70)	
Didicars (£25)	
Popcorn machine (£20)	
Themed Piñata (£20)	
Other party requirements:	

Adult's - additional party requirements	Numbers required	Total price	Time required
Standard Buffet menu (from £6.50)			
Espresso based coffee and cake (£3 per head)			
Tea and coffee station (£1.50 per head)			
Other:			

Please note that the total charge will depend on the final numbers notified. We will contact you approximately one week before the date of your booking to confirm your details and take final numbers.

**I confirm the details above. Signed:..... Date:.....**





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### Payments and T&C

Please make sure that you complete, sign, date and return the booking form. By booking a Funky Lunch Birthday Party you are agreeing to the following terms and conditions.

**Payment and booking** A non refundable deposit of £30 will be made before we can confirm your booking. Booking confirmation will be sent on receipt of the deposit. The balance is then payable at least 10 days prior to the birthday party. Please make cheques payable to Family Tree. If you wish to make an online bank transfer, please let us know and we will send you a link via email.

**Cancellation of parties** The cost of the party that is agreed will be payable and will be for the number of people confirmed at the time of booking. If on the day you have less children attending the party, the booking price will still be payable. Family Tree will contact you a few days before the party to get the final number of children attending the party. Once we have the final number this may not be changed as this will allow us to fully prepare for the food and equipment required. We do request that if a child is ill, we are notified at least 36 hours prior to the party, where possible. In the event of unforeseen circumstances including illness which could result in you cancelling the party, we will endeavour to reschedule the birthday party for a time that suits. If this is not possible, Family Tree will refund your deposit provided you give us 10 days notice. If you cancel with less than 10 days notice of the party date, your deposit may not be refunded, as this will cover administration costs. In the unlikely event Family Tree have to cancel the party, we will make every attempt to provide a suitable alternative within a reasonable period of time or a full refund will be given.

**Health and Safety** Personal loss, injury, damage, neglect or involvement to or by you and any other party attendee will not be the liability of Family Tree. Our parties are hands on and all participants are expected to be aware and act appropriately given the risks. Parents/guardians are encouraged to assist younger children when needed. Family Tree maintain a current insurance policy with a UK registered company.

**Special dietary and allergy requirements** We are not, and do not profess to be medical experts, therefore we will ask parents or guardians to carefully consider their child's conditions before agreeing to their involvement in a party. If a child has any allergies or special dietary requirements you must notify us at least 10 days in advance of the party date so we can prepare food accordingly. We reserve the right to add a supplementary fee for anyone requiring special ingredients as we will need to provide extra food to cater for their specific needs. If we do not receive a notification of specific food allergies or dietary requirements before the party, anyone with an allergy on the day may need to be excluded for safety reasons.

**Other facilities available** Family Tree offer a range of catering options available to you, please ask Emily for more information. We can provide jugs of tap water to fully catered children and adult buffets. There is also tea, coffee and other hot drinks available for sale at the coffee shop for your guest.

**Need some help?** We are here to make sure that your child's special day will run smoothly so if you have any questions about any aspect of our birthday parties, please contact us by email [info@family-tree-club.co.uk](mailto:info@family-tree-club.co.uk) the office on 01926 321 820.

I have read the terms and conditions for the party and agree to abide by them.

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

### Office use only

Total cost:		Deposit taken:	
Total payment remaining:		Party Host:	
Other notes:			

