



Please return your completed form to:
Haileybury Sports Complex
Hertford Heath
Herts SG13 7NU
01992 706299
www.haileyburysportscomplex.co.uk

PARTY BOOKING FORM

OPTIONS (please tick where appropriate)

INFLATABLE POOL PARTY £179.99

A music system can be provided for your party at an additional cost of £5.00 (Iphone /android compatible, AUX cable)

BOUNCY CASTLE PARTY £111.60

DO YOU REQUIRE THE MUSIC SYSTEM?

YES

NO

D.I.Y. PARTY (SPORTS HALL) £92.60

DATE OF PARTY

TIME(S) OF PARTY

POOL/SPORTS HALL TIME:	BALCONY TIME:
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BOOKEE NAME

CHILD'S NAME

ADDRESS

POST CODE

CONTACT INFORMATION

Number:	Email address :
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TOTAL NUMBER OF SWIMMERS/ PARTY GOERS

INFLATABLE = MAXIMUM 40 SWIMMERS
BOUNCY CASTLE = MAXIMUM 10 AT ANY ONE TIME ON BOUNCY CASTLE
D.I.Y. SPORTS HALL = MAXIMUM 30 PARTICIPANTS

AGE RANGE

DO YOU REQUIRE INVITATIONS?
(0.10P) PER INVITE.

YES

NO

MEDICAL CONDITIONS (PLEASE OUTLINE WHETHER ANY PARTICIPANT/S SUFFER FROM A MEDICAL OR PHYSICAL CONDITION LIKELY TO AFFECT THEM DURING THIS ACTIVITY)

DO YOU REQUIRE TABLES AND CHAIRS? (please tick where appropriate)

YES

NO

FOR ANY OTHER SPECIAL REQUIREMENTS/ REQUESTS PLEASE CALL 01992 706 299 AND SPEAK TO A MEMBER OF STAFF.

WE CAN PROVIDE CATERING FOR YOUR PARTY VIA **Chartwells**
PLEASE CONTACT OUR EVENTS AND FUNCTIONS MANAGER ADRIAN ON 01992 706 321 TO BOOK DIRECTLY. MENUS ARE AVAILABLE ON REQUEST OR TO VIEW ON OUR WEBSITE.

SIGNATURE OF BOOKEE DATE

Party Terms & Conditions of Hire

Please be advised that the following terms apply to ALL bookings of facilities at the Sports Complex:

Payment

HSC adopts a pay before you play policy for all party bookings.
Provisional bookings can be made and held for a period of two weeks (14 days).
Failure to pay during this two week period will result in a cancellation of booking.
Haileybury Sports Complex no longer accept cheques. Cash or credit/debit ONLY.

Cancellation Policy

Whilst every effort will be made to ensure that parties run smoothly for the hirer HSC reserves the right to cancel/postpone any booking/membership in unforeseen circumstances (e.g. staff shortages, plant equipment failure or adverse weather conditions).
In such cases hirers will be entitled to receive a credit up to the full value of the booking.

Cancellation by the hirer will incur the following charges:

Cancellation within 7 days of party 100% of cost.
Cancellation between 8-14 days 50% of cost.
Cancellation outside of 14 days 12% of cost.

Capacities and restrictions

The number of persons for an Inflatable Party is restricted to a maximum of 40 swimmers.

Please be aware as from January 2013 all party-goers/swimmers must be 8 years old and over to require the Inflatable.

All children attending swimming parties will be assessed to establish their swimming ability.
All children will be required to swim a maximum of 13 metres in the deep end of the pool without assistance.
Children who cannot swim competently will be asked to observe one or all the following:

- Wear appropriate buoyancy aids.
 - Be accompanied in the water by a responsible adult (16yrs+).
- Failure to do any of the above will result in the refusal of entry to the pool.

Haileybury Sports Complex staff decision is final.

Responsible persons are permitted to take under 8's into "opposite sex" changing rooms.

Where there is no other responsible person with them to take them into same sex changing rooms (exclusions will be granted for parents and carers of children with disabilities and or special needs).

The number of persons for a Bouncy Castle/DIY party is restricted to a maximum of 40

Only 10 children are allowed on the Bouncy Castle at any one time.
Soft play equipment is to stay on the matted area and not taken onto the Bouncy Castle.
No shoes are to be worn on the Bouncy Castle or the black matting.

There is no eating or drinking on the black matting/ bouncy castle during the party

Whilst Haileybury staff will make every effort to watch over your party the supervision of children on the Bouncy Castle is the responsibility of the parent/host.

General Terms

No smoking whilst on Sports Complex campus except in designated areas (car park).
No glass containers to be brought into any sports and or changing area (*Unless previously authorised as part of a privately licensed/authorised event*).
As we are not licensed unfortunately clients are not able to consume alcohol on the premises.
No film or photographic equipment permitted during or outside the hire period (*Unless on request*).
Spectating is restricted to designated areas only (e.g. swimming pool balcony).
Any medical conditions likely to increase associated risks of injury/ill health must be made known by the hirer via the hire request application form.
No animals permitted within Sports Complex or on outside areas (except guide dogs).
Noise, anti social behaviour, foul or abusive language by attendees, spectators or other guests will not be tolerated.
HSC reserves the right to cancel/postpone/interrupt/ban any booking/membership on these grounds.
All areas and equipment other than that booked are strictly out of bounds to the hirer and guests.
HSC accepts no responsibility for the loss or damage to personal property whilst on campus.
All/any accidental damage or otherwise to buildings, surfaces or equipment the hirer or those linked with the hirer WILL be redeemable by HSC up to the full value/repair/replacement thereof.
All times are inclusive.
Haileybury has a strict 15mph speed limit across campus.

www.haileyburysportscomplex.co.uk

OFFICE ONLY USE:

METHOD OF PAYMENT:	CASH	PAYMENT ID NO.....
	CREDIT	DATE OF PAYMENT.....
	DEBIT	STAFF SIGNATURE.....

CONFIRMATION SENT

RULES SENT

STAFF INITIALS