

# Party Booking Form

Options (please tick where appropriate)

- Inflatable Pool Party £179.99
- Bouncy Castle & Soft Play Party £111.60
- D.I.Y. Party (sports hall) £92.60

Please return your completed form to:  
**Haileybury Sports Complex**  
 Hertford Heath  
 Hertfordshire  
 SG13 7NU  
 01992 706299  
 Or alternatively email directly:  
 j.ward@haileybury.com

Date of Party

Time of Party

Bookee Name

Childs Name

Address

Post Code:

Contact Information

Contact Number:

Contact Email:

Total Participants

Age Range

**Maximum participants:**  
 Swimming Pool Inflatable – 40  
 Bouncy Castle – 30      D.I.Y. (Sports hall) – 30

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 (**FREE**)?

(Please tick where appropriate)

Yes

No

Do you require the music system (**£5.00, No music supplied**)?

(Please tick where appropriate)

Yes

No

Do you require invitations (**£0.10 per invite**)?

(Please tick where appropriate)

Yes

No

## 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 accept cash or debit/credit 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 in unforeseen circumstances (e.g. staff shortages, plant equipment failure or adverse weather conditions)

In such cases hires 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.

All participants must be 8 years old and over to require the swimming pool 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 deepest part of the pool without any assistance.

Children who cannot swim competently will be asked to observe one or all the following:

- Wear appropriate buoyancy aids (supplied by HSC)
- 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 to 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 30.

Only 15 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 soft play matting.

There is no eating or drinking on the soft play matting /bouncy castle during the party.

No acrobatics or summersaults on the bouncy castle.

It is the responsibility of the host and parents to oversee that no outdoor footwear is to worn on soft play or bouncy castle.

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

### General terms

No smoking whilst on sports complex campus except in the designated areas.

No glass containers to be brought into any sports and/or changing area (unless previously authorised as part of the privately licensed/authorised event).

As we are not licensed unfortunately clients are not able to consume alcohol on the premises.

Spectating for swimming pool parties 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 party booking form.

No animals permitted within the sports complex or on outside areas (except guide dogs).

Noise, anti-social behaviour, foul language by attendees, spectators or other guests will not be tolerated.

HSC reserves the right to cancel/postpone/interrupt/ban any booking on these grounds.

All areas and equipment other than that booked are strictly out of bounds to the hirer or 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.

***By signing you are agreeing to the terms and conditions above.***

**Signature of Bookee:**

**Date:**

**Office use only:**

Method of payment:

Cash   Debit   Credit

Party Payment ID Number:

Music Payment ID Number:

Invite Payment ID Number:

Date of payment:

Staff signature: