



Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Postcode: \_\_\_\_\_

Tel No (required): \_\_\_\_\_  
 Email (required): \_\_\_\_\_

Childs Name  Age

Type of Party

Party Day & Date

Party Time  Total Numbers Attending

Areas Required

Food Required Yes  No  Party Coordinator Yes  No

Additional Information

I can confirm that all the information above is correct and that I have read and agree to the guidelines supplied on the reverse side.

Signature  Date

Payment Taken:	Receipt Number:
Ops Manager Informed:	SCUBA Ref:
Staff Initial:	Staff Initial:

Please note that this is a booking request and will be confirmed in writing to you if we are able to accommodate.  
 For more information on your party booking please see the reverse of this form

# Party Information & Guidelines

- Payment for all parties are required 1 month before the date of the party. If payment is not received then the party space will be made available to other bookings.
- Access to party areas is not permitted before the booking time unless otherwise agreed.
- All party areas must be vacated by the agreed end booking time.
- We are unable to guarantee exclusive use of the area requested for food. Portable electrical appliances are not permitted to be used unless they have been professionally tested.
- Please note that all parties must be supervised by at least 2 responsible adults. Children under the age of 8 attending a pool party must be accompanied by one adult to 2 under 8 children.
- If you decide to choose our party food option through our partnered supplier you will need to order this directly with them.
- All non swimmers must remain in the shallow end. Children who wish to swim in the deep water will have to complete a small pool test consisting of width swimming and treading water.
- The party times includes the changing time at the start, and clearing pool at the end of the party.
- The management reserve the right to stop or cancel any party for safety reasons—e.g. Insufficient adult helpers.
- It is the responsibility of the person making the booking to inform the centre of any special conditions required for the party due to medical concerns e.g. disability access.
- Refunds are not available if a party is cancelled with less than 10 days notice.
- Any external suppliers must supply risk assessments and copies of PLI for the stated activity prior to the party date.
- Please note that these guidelines are implemented to ensure that the party runs smoothly and is enjoyable on the day. We aim to make every effort to assist with making the party a special day.
- Please ask when booking if there are any special requirements you need for the day or you require something different than what we offer, there are no guarantees, but we may be able to assist with making your party even more special.
- Please refrain from using glitter/ confetti type materials.

