**Lenny The Lobster Pool Party Booking Form**

Craven Leisure is a great venue to host your child’s birthday party.

To book a party please complete this form and email this to us at [cravenleisure@cravendc.gov.uk](mailto:cravenleisure@cravendc.gov.uk) or pop into the Centre with your completed form. To secure your booking we will require a deposit of £80, (to cover the minimum requirement for 8 children), which you can pay in cash, by cheque or by card payment when you submit your completed party booking form. We do not provisionally hold bookings.

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| **Hirer Details** | | | | |
| Hirer Name: Whose Party is it:  *(name of person making booking) (name)* | | | |  |
| Address: |  | | | |
| Tel Number:  Date of Party: |  | | Email: |  |
| Number of Children: *(max 24 bathers)* |  | Age range of children attending: | | |
| **Party Food:** | | | | |
| A mixed hot and cold buffet is provided and included in the price per guest. | | | |  |
| Please specify if any party guests attending have food allergies or any dietary requirements: | | | | |
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| **Total Cost of Party Booking:** | | | | |
| \_\_\_\_\_\_\_ children @ £10.80 per child – total cost £  *(no in party)* | | | | |
| **Customer:** | | | | |
| I agree to abide by the terms and conditions of the party booking as set out overleaf (also found at <https://www.cravendc.gov.uk/craven-leisure/swim/pool-parties-and-hire/>)  Print Name: Signature: Date: | | | | |
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| **For Internal Use Only**  Deposit of £80 Paid: *(Tick)* ☐  Staff Name: | Date Paid:  Signature: | Receipt No:  Date: |
| Outstanding Balance £  Staff Name: | Date Paid:  Signature: | Receipt No:  Date: |

**Ollie’s Run Pool Party Booking Form**

Craven Leisure is a great venue to host a party.

Our Ollie’s Run Inflatable is suitable for ages 8 years plus and up to 74 guests. You will get exclusive 60-minutes use of the inflatable and of the large swimming pool. You can bring along your own music (on an mp3/iPod or USB Pen) and we can play this during the party. Food is **not** provided in the flat rate fee but a mixed hot and cold buffet can be arranged (see below). **Hirers are not permitted to bring their own food.**

To book please complete this form and email it to us at [cravenleisure@cravendc.gov.uk](mailto:cravenleisure@cravendc.gov.uk) or call into the Centre with your completed form. To secure your booking we will require a deposit of £80 which you can pay in cash, by cheque or by card payment when you submit your completed party booking form. We do not provisionally hold bookings.

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| **Hirer Details** | | | | |
| Hirer Name:  *(Person making the booking)* | | Whose Party is it:  *(Name)* | | |
| Address: | Party Size:  (*Total Number)* | | | |
| Tel Number: |  | Email: |  | |
|  | | | |
| **Food Required** *(mixed hot and cold buffet @ £5.50 per head)*:  Yes ☐ No ☐  If Yes, please specify if any party guests attending have food allergies or any dietary requirements: ­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Total Cost of Party Booking :**  Hire Cost - £215.00 *(flat rate)*  Food Cost @ £5.50 per head x \_\_\_\_\_\_\_\_\_\_\_\_ = £  *(Number of people)*  **Total Cost - £** | | | |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Customer:**  I agree to abide by the terms and conditions of the party booking as set out overleaf (also found at https://www.cravendc.gov.uk/craven-leisure/swim/pool-parties-and-hire/)  Hirer Name: Signature: Date: | | | | |

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| **For Internal Use Only**  Deposit of £80 Paid: *(Tick)* ☐  Staff Name: | Date Paid:  Signature: | Receipt No:  Date: |
| Outstanding Balance £  Staff Name: | Date Paid:  Signature: | Receipt No:  Date: |

Terms and Conditions

* All booking requests are subject to availability.
* Craven Leisure are unable to confirm bookings until the deposit has been paid.
* Booking dates can be altered by the hirer, subject to availability, without affecting the deposit paid.
* For any bookings cancelled by the hirer or due to none payment in full, deposits are non-refundable.
* In the unlikely event, Craven Leisure has the right to change its services or facilities provided; halt services or close the facility due to unforeseen circumstances. In this instance any bookings affected will be moved where possible, or refunded, in agreement with the hirer.
* All event hirers and their participants are expected to adhere to Craven Leisure’s safe operating procedures, behaviour standards and health and safety requirements, including, but not limited to, adult to child ratio’s and age limits where appropriate, and Craven Leisure has the right to ask anyone to leave the facility at any time if any of these are not being followed, as determined and requested by the Duty Manager.
* As well as adhering to Craven Leisure’s compliancy standards, all bookings made by third party organisations will be requested to provide key essential documentation, including, but not limited to, risk assessments; qualifications; DBS information for Safeguarding/ Compliance standards, exact requirements will be advised upon booking depending on the nature of the booking. These will not be required where the booking is being made by a private individual e.g. for their own child’s birthday party.
* Craven Leisure will ensure that its own Centre safety standards are followed by all staff throughout, as directed by its management team.
* In the event of damage to equipment and/or facilities caused by the hirer or any of their attendees at the party, Craven Leisure has the right to claim from the hirer the equal value for making good the damage caused.
* All booking balance payments must be made prior to the booked party date. If payment in full is not made prior to the event date the booking will be subject to cancellation and the event not being able to take place. Please see cancellation of booking clause above.