

## **Birthday Party Terms and Conditions**

1. Payment must be made in full at the time of booking for a minimum of 12 children. Additional children attending the party can be made at a later date.
2. Full payment must be received no later than 5 days prior to the party date.
3. Late bookings (14 days prior to party date) must pay in full at the time of booking.
4. Additional children must be confirmed and paid for in full 48 hours before the party.
5. A Parent or guardian of the birthday child must accompany the children for the duration of the party. Swimming parties require parental supervision, please see the bather admission policy.

## **FAQ'S**

### **What are the minimum and maximum numbers allowed?**

Minimum number of children is 12.

Maximum number of children is 20 for dry parties.

Maximum number of children is 16 for swimming parties .

In some circumstances exceptions can be made, please contact a member of staff.

### **What does the party package include?**

75 minutes of your chosen activity.

45 minutes party tea.

Party invitations.

Party host to assist you with your party.

(Birthday Cake and party bags are not included)

### **What will happen if I have to cancel the party?**

Cancellation Policy - All booked parties are subject to a cancellation charge:

Up to 4 weeks prior to party - 50% refund.

2 to 3 weeks prior to party - 25% refund.

Up to 14 days prior to party - No Refund.

### **My child has a food allergy and needs special dietary requirements.**

Please inform a member of staff 5 working days prior to the party. We try to cater for everyone's needs where possible.

### **Can I take photographs of my child's party?**

An authorised photography form must be completed by each person using recording equipment. ID is required in the form of a bank card, driver's license or passport.

### **Do we have to arrive early? Where do we meet?**

It is recommended to arrive 10 - 15 minutes prior to your party. This is to allow for meeting, greeting and changing time. Please present yourself to reception where you will be informed where to meet the rest of your party.

### **What do the children need to wear?**

Some children like to dress up for their party, this is not discouraged but clothing must be suitable for the party activity. Outdoor shoes are not permitted in the main sports hall. Children must wear socks on the Archie's world play structure. Suitable swimming costumes must be worn in the pool, please refer to the bather admission policy for further information.



*If you would like to book a party please contact the main reception or visit [www.valleyleisure.com](http://www.valleyleisure.com) for further details.*

Please note that Valley Leisure reserve the right to alter any details at any time without prior notification. July 09