



Party Request Form



| | | | |
|---------------------|--|---------------|--|
| Name | | | |
| Address | | | |
| Telephone No. | | Mobile No.. | |
| Party Date | | Time of Party | |
| Type of Party | | | |
| No. of Children | | | |
| Ages of Children | | | |
| Additional Comments | | | |
| Print Name | | | |
| Signed | | Date | |

| To be completed by the Party Co-ordinator | | | |
|---|--|----------|--------------------------|
| Date | | Initials | |
| Party details checked in file | | | <input type="checkbox"/> |
| Invites given | | | <input type="checkbox"/> |
| Instructor/Organiser confirmed | | | <input type="checkbox"/> |
| Confirmed with customer | | | <input type="checkbox"/> |
| Receipt No. | | | |

BOOKING CONDITIONS

- Once payment has been made this is taken as a confirmation of the party and a refund will only be given if a doctor's certificate is provided as proof of illness.
- Payment must be in full at time of booking.
- General centre conditions of hire apply throughout the party; these can be obtained from the manager.

Although a member of staff may supervise the party, the overall responsibility of the children is the person who made the booking

Knights Templar Sports Centre
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24 hour Customer Information Line: 0300 012 0300