

# Party Booking Form



whitemead  
FOREST PARK

Birthdays Childs Name: .....

Age: .....

Parent / Carers Name: .....

Address: .....

Home Telephone: ..... Mobile Telephone: .....

Email Address: .....

Party Date: ..... Time: .....

Party Type: ..... Number of Guests: .....

Total Cost (including any additional guests): .....

Any Special Requirements/Comments: .....

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In completing and signing this form, I confirm acceptance of the party terms and conditions.

Signed: ..... Date: .....

## Party Booking Terms and Conditions

Please Note – Party bookings are all subject to availability

- 1) To avoid disappointment, please book your party as early as possible at Guest Services or by phoning 01594 560400, as there are limited spaces available.
- 2) At time of booking, you are required to pay a non-refundable deposit of 50% of the overall cost, this will confirm the date and time of your party.
- 3) Party organiser will need to confirm numbers and pay the remaining balance for the party no later than 7 days before the party date.

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*No refund will be given after this time for any reduction in numbers.*

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- 5) Any additional numbers after the full payment has been made can be added for an additional cost per person, however we require notification and payment two days before the party date.
- 6) We suggest that you arrive 10 minutes before your guests arrive and the party is due to start.
- 7) You will be required to complete a meal choice form on arrival at Guest Services before your party is due to start. Please ensure you have all allergy/dietary information for all guests prior to completing this and note all details on this form.
- 8) Cameras may be used to take photos during your party however please be aware and avoid taking photos of any other guests in the surrounding areas.
- 9) Please be aware that other club members may be using the facilities so please have some consideration when entering and leaving. We will require you to vacate your party area no later than 30 minutes after your party finish time.
- 10) The food will be served in a decorated section of the restaurant or venue. All we ask is that you leave it in a reasonable state of cleanliness. Food that is not prepared on the premises is not permitted on site, with the exception of a birthday cake. We will require an indemnity form to be completed for Birthday Cakes on arrival at Guest Services.

If you have an queries please contact Guest Services on 01594 560400 (Option 2).  
Thank you for choosing Whitmead Forest Park for your party!

