

Children's Birthday Party Booking Form

Please check availability by contacting the Centre Office.

Then to make a booking complete this form and return with the deposit to:

The Horstead Centre, Rectory Road, Norwich, Norfolk NR12 7EP

t: 01603 737215 e: horstead.centre@norwich.anglican.org

www.horsteadcentre.org.uk

Registered Charity Number: 303986

VAT Number: 282 0458 63

Horstead Centre

Important – Please Note:

- We require a £25 deposit to confirm your booking and this form completed in full in CAPITAL letters.
- Provisional bookings are held for 14 days.
- The deposit will be deducted from the final balance shown on your invoice to be settled on the party day.

Name of Birthday Person(s) _____ Age: _____

Contact Details

Name of parent/guardian: _____

Address: _____

_____ . Postcode: _____

Tel: _____ . Mobile: _____

Email _____

Date Required

Party date: _____ Start time: _____ Departure time: _____

Group Details

No. of children: _____ Age range of children: _____

Special needs attendees: _____ No. of adults: _____

Activity Required

Please tick the activity you would like your group to take part in:

River Bure Canoeing

High Ropes

Target Archery

Climbing Tower/Zip line

Low Ropes

Traditional Party Games

Groups will not be permitted on site without an adult. We will not be responsible for unaccompanied groups.

Use of Facilities

Games Room

Kitchen

Please see our website for catering options.

Next Steps

Please read our cancellation policy and payment terms on the next page before signing, dating and returning this form.

Please note that medical and consent forms, available on our website, must be completed and returned to us before you arrive. If you have any questions about your visit, our staff will be very happy to help you.

Cancellation Policy

Cancellation fees are based upon the number of persons that you declare on this form or our minimum number (eight), whichever is the greater. In all cases, your deposit, due within two weeks of making a provisional booking, is strictly non-returnable.

Cancellation fees (cancellation fees are not subject to VAT):

Within 12 weeks of date of arrival	25% of the full fee
Within 6-12 weeks of date of arrival	50% of the full fee
Within 6 weeks of the date of arrival	FULL FEE

Payment Terms

You will be invoiced for the number of persons declared on your booking form or the number of persons you bring whichever is the greater.

Our full terms and conditions, including any additional charges which may be payable, are available on our website.

You will be invoiced on the date of your birthday party. Invoices are due on presentation unless we have agreed otherwise with you in advance. We currently accept payment by cheques, cash or BACS.

Available to Download

The following items are available on our web site and may be downloaded:

- Our full terms and conditions.
- Pricelists and information for all the residential stays, activity days and other options we offer.
- Activities list and information.
- Statements of insurance, risk management and risk summary.
- Medical and consent forms which must be completed and returned to us before your birthday party.

Other Information

Is there anything else we need to know about your group?

From time to time we may contact our customers with information about the Horstead Centre and special offers. Please tick this box if you do not want us to retain your details for marketing purposes.

I have enclosed a non-returnable deposit of £25

I accept the terms and conditions of booking as set out on your website including the cancellation policy.

I have read your statement of risk management and the risk summary as set out on your website.

Please tick boxes to acknowledge

Signed: _____.

Name: _____ **Date:** _____.