

Birthday Party Booking Form

How to make a booking

1. Call **01603 737215** or email **horstead.centre@horsteadcentre.org.uk** to check availability
2. Once you have agreed dates and requirements with us we will make a provisional booking for you
3. Complete this Booking Form and return to us **within 2 weeks**, with the required deposit to secure your booking.

PLEASE NOTE: If after 14 days we have not received your deposit your booking is no longer secure and will be made available to other users.

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

www.horsteadcentre.org.uk

Registered Charity Number: 303986

VAT Number 282 0458 63

Important – Please Note:

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

Contact Details

Name of Birthday Person (s): _____ Age: _____

Name of parent/guardian: _____

Address: _____

_____. Postcode: _____

Tel: _____ Fax: _____

Mobile: _____ Email: _____

Date Required

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

Please note: late arrivals may compromise the length of the activity session.

Group Details

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

Special needs attendees: _____ No. of adults: _____

Use of Facilities/ Catering

Games Room (£10 + VAT per hour subject to availability) hours Party food (£8.60 + VAT per person) people
(Minimum of 8 people)

Other Information

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

Group Activities

Please fill in the following information so that we may tailor a programme for your exact needs. We work alongside you so that you are able to get the very best out of your young people.

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

Canoeing	<input type="checkbox"/>	Tower Experience (zip)	<input type="checkbox"/>	Nightline	<input type="checkbox"/>
Canoe Paddle Journey	<input type="checkbox"/>	Climbing/Bouldering (no zip)	<input type="checkbox"/>	Village Trail	<input type="checkbox"/>
Sit on top Kayaking	<input type="checkbox"/>	Team Challenges	<input type="checkbox"/>	Low Ropes & Tunnel	<input type="checkbox"/>
Raft Building	<input type="checkbox"/>	Wild Camp Cooking	<input type="checkbox"/>	Archery	<input type="checkbox"/>
Crate Stack	<input type="checkbox"/>	Bushcraft	<input type="checkbox"/>	Centre led Bonfire	<input type="checkbox"/>
Jacobs Ladder	<input type="checkbox"/>	Environmental Art	<input type="checkbox"/>	Souvenir Shop	<input type="checkbox"/>

Next Steps

Please note that the medical and consent form, available on our website, must be completed and given to us on the day. If you have any questions about your visit, our staff will be very happy to help you in advance.

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

Payment Terms

You will be invoiced for the number of people declared on this form or the number of people 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 departure. Invoices are due on presentation unless we have agreed otherwise with you in advance. We currently accept payment by cheques, cash or BACS.

Cancellation Policy

Cancellation fees are based on the number of people declared on this form or our minimum number (eight), whichever is the greater.

Cancellation fees:

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

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. Total amount:

£

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:** _____.