

## **BIRTHDAY PARTY BOOKING TERMS AND CONDITIONS**

- **IMPORTANT:** Please do not send out invitations until your party is confirmed by the Birthday Party Coordinator. In order to avoid disappointment should there be a conflict in pool availability, the SWSC does not accept any responsibility should invitations be sent out prior to receiving a confirmation letter.
- \$22.00 per person and suitable for children turning 5 years or more.
- Minimum of 10 party guests required.
- At least 7 days' notice must be given for all party bookings. Days and times requested are subject to pool space and staff availability.
- The following must occur in order to book your party
  - A \$50 deposit and completed request form must be submitted to reception.
  - A confirmation letter will then be emailed to you by the Birthday Party Coordinator.
- Full payment, confirmation of guest numbers and catering is required the WEDNESDAY before your party. No changes to numbers or the menu after this date. Thank you.
- Payment can be made in person at the South West Sports Centre using cash, EFTPOS or credit card. Credit card payments are also accepted over the phone.
- The parent / guardian is responsible to provide adult supervision (over 16 years of age) at a ratio of 1 adult for every 10 children attending the party.
- A parent / guardian must be in the water with the group at all times.
- Please take note of the times of equipment hire, food service and finishing times as outlined in your confirmation letter.
- Children 8 years of age and over only are permitted on the large inflatable. Note: The inflatable is not available on Fridays.
- The SWSC will provide the optional activities (waterslide / inflatable) however the parent / guardian will be responsible for co-ordinating and supervising the children. These activities are subject to availability.
- No refunds for children that do not attend.
- All guests attending the party will wait as a group in the reception area until being met by the Venue Officer who will escort you to the party area.
- Cameras are not permitted in the centre.
- Bringing food and alcohol into the South West Sports Centre is strictly prohibited (with the exception of a homemade birthday cake).

I, \_\_\_\_\_, hereby agree to the terms and conditions as listed above.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

### OFFICE USE ONLY

**Date Received:** \_\_\_\_\_

**Received By:** \_\_\_\_\_

Procedure	Initial	Date
\$50 Deposit Paid		
Request Form: Copy to Parent		
Lane Availability Checked		
Party/Equipment: Booked in MyDocs		
Confirmation Letter Sent		
Catering/Numbers finalised		
Final Payment Taken		
Information to Admin, Café, Aquatic, Reception, MyDocs		

Insert Qty	Amount \$
X \$22.00	
Equipment Hire	
Cake	
Lolly Bags	
Fruit Platter	
<b>Sub Total</b>	
Less \$50 Deposit	
<b>TOTAL DUE</b>	

## BIRTHDAY PARTY REQUEST FORM

**PARTY DATE:** Please insert the date of your party in the relevant day/session.

<b>FRIDAY</b>	Date: _____ / _____ / _____	<b>4:00pm – 6:30pm</b> Equipment hire: 4:15pm – 5:15pm Food served: 5:30pm NB: Inflatable hire not available Fridays
<b>SATURDAY</b>	Date: _____ / _____ / _____	<b>11:00am – 2:00pm</b> Equipment hire: 11:30am – 12:30pm Food served: 12:30pm
<b>SUNDAY</b>	Date: _____ / _____ / _____	<b>11:00am – 2:00pm</b> Equipment hire: 11:30am – 12:30pm Food served: 12:30pm

**BOOKING INFORMATION:** For correspondence to the parent/guardian.

<b>Name:</b>	<b>Mobile Number:</b>
<b>Address:</b>	
<b>Email Address:</b>	
<b>Birthday Child's Name:</b>	<b>Date of Birth:</b>
<b>Gender:</b> Male                  Female	<b>Age Turning:</b> NB: Must be over 8 years of age to go on the inflatable
<b>Estimated number of party guests:</b>	<b>How did you hear about us?:</b>
<b>Special needs or health conditions:</b>	

**OPTIONAL PARTY ACTIVITIES:** Run for the first hour of the party only. Subject to availability. Please tick.

	<b>\$100</b>	Giant Inflatable (8 years + ) x 1 hour
	<b>\$60</b>	Waterslide x 1 hour
	<b>\$100</b>	Giant Inflatable x 30 minutes + Waterslide x 30 minutes

**PARTY FOOD:** Mixture of the below to be served.

Chicken Nuggets	Cocktail Frankfurts	Mini Sausage Rolls	Fairy Bread
Hot Chips (gluten free cooked in rice oil)	Smith's Chips	Lollies	Water & Cordial

**Any special dietary requirements?:**

**OPTIONAL EXTRAS:** Please tick.

	<b>Complimentary</b>	Party hats
	<b>\$22</b>	Ice cream cake with candles (serves 10)
	<b>\$2 each</b>	Lolly bags (14 lollies per bag)
	<b>\$30</b>	Seasonal fruit platter (medium)

Email your completed Party Booking Request Form to Lisa Robinson at [swsc@bunbury.wa.gov.au](mailto:swsc@bunbury.wa.gov.au)