|  |  |
| --- | --- |
| Name of Organiser |  |
| Name of Birthday Person |  |

|  |  |
| --- | --- |
| Post Code |  |
| Contact Number |  |
| Email |  |

|  |  |  |  |
| --- | --- | --- | --- |
| No. of Participants |  | Age Range |  |
| Start Time |  | Finish Time |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Activities:****90 minutes each** | **Min age** | **Price per party of 12** | **Max. party size**  | **Additional person** | **No. in party** | **Total cost** |
| Archery*(with instructor)* | 7 | £200.00 | 12 | - |  |  |
| Battlezone Archery *(with instructor)* | 10 | £200.00 | 12 | £15.00 |  |  |
| Fossil Hunt*(with instructor)* | 4 | £180.00 | 20 | £12.50 |  |  |
| Cycling*(with instructor)* | 7 | £200.00 | 20 | £12.50 |  |  |
| MYPT Obstacle Course*(with instructor)* | 7 | £200.00 | 30 | £15.00 |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Activities (cont.)** | **Min age** | **Price per party of 12** | **Max. group size**  | **Additional person** | **No. in group** | **Total cost** |
| Treasure Hunt (Pirate/Fairy)(90 minutes)*(with instructor)* | 7 | £180.00 | 12 | - |  |  |

|  |  |
| --- | --- |
| **Activity total** | **£** |
| **Food total** | **£** |
| **Party total** | **£** |
| **Deposit (50%)** | **£** |
| **Due on:**  |
| **Remaining balance**  | **£** |
| **Due on:**  |

**Terms & Conditions**

Thank you for choosing to hold a birthday party at Betteshanger Park. Please complete the Party Booking Form and ensure that you are aware of our terms and conditions below.

**Information for party organisers**

* All activities are led by Betteshanger trained and qualified instructors or external certified contractors
* Certain activities such as shelter building and fossil hunting will require adult supervision. Party organisers are required to remain on site throughout the duration of the booking; additional adult supervision may also be required. A minimum of 1 adult to 8 children is required for those under 11, and a minimum of 1 adult to 15 children aged 11-18
* Should the parents / carers wish to stay there are some activities where you will be able to provide encouragement for the participants to complete their activity. You may choose to relax in the Café or take a walk along one of our many paths
* All activities last 90 minutes, apart from Forest School, which runs for 2 hours. Should you wish to book more than one activity please let us know
* A lockable space will be provided to store bags / presents / additional clothing while the chosen activity is being completed. Items in storage are left at the owner’s risk
* Information will be provided on suitable clothing to be worn or brought for each activity
* Please arrive a minimum of 15 minutes prior to the start of your activity. A member of the Betteshanger team will you outside of Bike Hire on arrival. At this point, details of your booking will be re-confirmed and the birthday celebrations will begin. Please note that variations made to a booking on the day may not be able to be accommodated
* While we will always try to accommodate your booking, please note that we may not be able to accept bookings for some activities with less than 2 weeks’ notice

**Parking**

* Please note that parents / carers can park free in the main car park for up to 20 minutes when dropping off or collecting children. Should they stay longer than 20 minutes they will need to pay per visit

**Behaviour**

* We ask that all Betteshanger staff are treated with respect along, with all other Park users during your visit
* A briefing will be given prior to the start of any activity. Non-safety compliance, bad language or antisocial behaviour by any participant and observer will not be tolerated. Should a participant or observer’s behaviour continue to be unacceptable, we reserve the right to remove them from the activity and the Park. No refund will be provided.

**Party numbers and ages**

Please ensure that you:

* Are aware of the minimum age required for some of the activities
* Are aware of the maximum numbers for some of the activities that can be completed. Should your number exceed our maximum group size then they will be divided into 2 groups by the instructor leading the activity
* Are aware of the participant’s ability when it comes to activities such as cycling as we do not stock bicycles with stabilizers. Led cycle sessions will take place on the Blue or Red Trail depending on the ability of the group
* The activities are allocated to set time slots, late arrivals may not be accommodated depending on the booked activity. Please note that time spent completing the activity may be reduced due to a late arrival

**\***Please note if your party size is larger than the specified group sizes, we can still accommodate you. We will divide you into smaller groups and run the activities as a carousel.

**Payment & Confirmation**

* Betteshanger Birthday Parties are based on a fixed price for up to 12 participants. Additional participants will be charged on an individual rate per person
* All prices quoted are inclusive of VAT. The price banding is dependent upon the type of activity and varies accordingly
* All prices quoted exclude food.
* A 50% deposit of the booking is required in order to secure the date and activity. Payment can be made by cash, credit or debit card
* Once payment has been received, your booking will be confirmed by email. Please note that until payment has been received and confirmation sent your booking status remains a provisional booking
* The party organiser will need to notify Betteshanger Park of any changes to the booking within 24 hours of our confirmation
* The remaining balance and final numbers are required no later than 14 days prior to the party taking place. Please note that the minimum number of participants for each activity is 12, where your party numbers fall below this number this will be the minimal cost payable
* Should your party numbers increase on the day and a minimum of 14 days’ notice has not been provided please note that we may not be able to accommodate the additional numbers on the day
* If Betteshanger Park is able to accept a last minute party booking (less than 1 week in advance), 100% payment is needed to secure the booking

**Cancellation**

* In the event that Betteshanger Park need to cancel your booking due to unforeseen circumstances an alternate date or full refund will be offered
* The follow charges will apply should you cancel or amend your booking date once the booking has been confirmed:
* 21 days or more prior to the confirmed booking date – no charge
* 8 to 20 days prior to the confirmed booking – 50% of the total booking price
* 1 to 7 days prior to the confirmed booking – 100% of the total booking price
* Should you wish to amend the booking date after the booking has been confirmed we will, where possible, endeavour to provide and accommodate an alternate date. Please note however that the activity of choice may not always be available.

**About the Park**

Betteshanger Park is on the site of an old coal spoil heap, be aware that you may find old metal, holes and uneven land so please take time to read the park rules and ensure safety and enjoyment for everyone.

* Ensure your own safety; don’t take unnecessary risks and stay within your personal limits
* Do not walk on the tarmac track and cross only at designated crossing points (**X** on map)
* Watch out for other Park users, running, cycling and walking on tracks and paths
* Ensure children not participating in the activity are supervised at all times
* Wear appropriate clothing and footwear – open toed sandals and high heels are not advised
* Beware of the deep water in the lakes, no swimming, paddling or boating is permitted
* Dispose of lit cigarettes carefully. Do not start fires or light barbeques in any areas of the Park
* Keep dogs on leads at all times and ensure your dog is cleaned up after at all times.

We look forward to welcoming you to the Park

**I have read and agreed to Betteshanger Park’s booking conditions signed:**

**Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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