

GROUP BOOKING FORM - EVENINGS SELF CATERING or FOOD OPTION

Please make an initial call to our group booking number 01707 262023, Monday to Friday between 9am and 4.30pm to see if your preferred date is available before sending in your booking. We will hold your booking for one week until receipt of this form and your payment. Group bookings are for those under 17 years of age.

Please return your completed form to the address below, maximum 60 children up to 14 years of age and a maximum of 50 above 14 years of age. Bookings are self catering **OR** with a food option. The cafeteria will not be open during your booking. No Alcohol may be brought on to the premises.

We require payment in full at the time of your booking. Please note use of the Toddler area is not available during the evening hire, but can be requested if required. Payment can be made by cheque or debit/credit card. If you would like to pay by credit card please tick this box and we will call you for your details when this form has been received.

Cheques should be made payable to **Hatfield Town Council**. Sent to Hatfield Town Council, Council Offices, Birchwood Leisure Centre, Longmead, Hatfield. AL10 0AN.

Hire fees are £75 for bookings at 4.45pm (term time), £75, £100 or £150 for bookings at 6.30pm and 8.15pm.

Monday Night Specials. £75 for bookings at 4.45pm (term time), 6.30pm and 8.15pm.

Name of Organiser: (Mr, Mrs etc)-----

Organisation----- Age of children -----

Event (Birthday Party, Scout Outing etc)-----Number Attending-----

Contact Tel: (H)----- (M)-----

Address: -----

Postcode----- Email-----

Date requested for booking----- Self Catering or Food. Please Circle.

Time of Booking (4.45pm to 6.15pm, 6.30pm to 8pm, or 8.15pm to 9.45pm) Please Circle.

The use the cafeteria tables and chairs is included in your hire fee. No cooking is allowed on site.

Self Catering Option - Jugs and water will be provided you will have to provide your own squash and cups.

Hot Food Option £4 per head + Hire Fee – Sausage (2) & chips, Nuggets (6) & chips or Veg Burger & Chips and Unlimited Squash. Please confirm numbers and order 48 hours before your party.

Cold Food Option £4 per head + Hire Fee – Sandwiches (ham, egg, cheese & tuna), chicken dippers & dip, cocktail sausages, crisps and Unlimited Squash. Please confirm numbers 48 hours before your party.

Total to Pay Now Hire Fee (£75, £100 or £150) + Food (if applicable) £4 x _____ = £ _____

Bookings must be vacated from the soft play area and cafeteria area by the end of your session, which is 6.15pm, 8pm or 9.45pm, clearing up must be done within your booking period not after. Many thanks.

Does anyone attending the group booking have any special needs that we should be made aware of? Please specify.

I have read and acknowledge the booking terms and conditions.

Signed:----- Name----- Date-----