



WILTSHIRE SCRAPSTORE & RESOURCE CENTRE

Creative Party Booking Form



- Numbers of attendees:** A minimum of 10 to a maximum of 15. Final party numbers must be confirmed no later than 5 days before the party.
- Charges:** £145.00 (Incl VAT) for up to 15 children
- Deposit:** A non-refundable deposit of £30 is required to secure your booking. This amount is then deducted from your final bill - payable before or on the day of the party.
- Responsible Adult:** The responsible adult booking the party must also ensure they bring with them sufficient supervising party adults to the ratio of 1 adult to 5 children.
- The Creative Activity:** The creative activity will be based on the theme of the child's choice.
- Food & Drink:** The Party activity will take place for one hour, with tables being cleared for the last half hour to allow for food to be put out by the responsible adult who will also ensure that all food and drinks are cleared away at the end. The Wiltshire Scrapstore & Resource Centre are currently unable to provide plates or cutlery.

Our cafe can provide party food. If you require food there is an extra charge of £3.50 per head and you will need to complete the additional party food order form. Alternatively you are welcome to provide your own food.

- Registration Form:** Please complete the attached registration form. On arrival, please hand this form to reception in order that they can then account for attendees as they arrive.
- The Party bag:** At the end of the party, children attending will be given a bag to collect resources from the Children's Mini Scrapstore to take home and use in creative activities.
Please ensure parents of the children attending are aware of this and will take responsibility for their safe use at home.

Name of Responsible Adult _____	
Address _____	
Postcode _____	Email Address _____
Daytime Tel _____	Evening Tel _____
If a Birthday Party, Name of Child _____ D.O.B _____	
Number of Children Attending _____	No. of Responsible Adults Attending Min 3 Max 7 _____
PARTY THEME - please describe _____	
Will you be ordering party food from us? _____	
Date of Party _____	Start Time _____ End Time _____
Please contact us if any children attending have a disability and would benefit from the use of such things as specialist scissors	

WINTER WEATHER WARNING:

When booking your party, please bear in mind that due to the location of the Scrapstore, if we experience extreme weather conditions it may be necessary to re-arrange the party to a mutually convenient date.

Unit 5, Griffin Farm, Bowden Hill ,Lacock, Nr Chippenham, Wilts SN15 2PP, Tel 01249 730011
E-mail: wprc@wiltspplay.org.uk www.wiltspplay.org.uk

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Registration form

Name _____ Date _____

Children Attending:

NAME	Contact phone number of parent

Adults Supervising:
