

Birthday Party Booking Form

Name	
Address	
Email	
Mobile telephone	
House telephone	
Date of Party	
Time of party <i>(rooms are provided for a maximum of 4 hours per party)</i>	
Birthday Child's Name	
Age of Birthday child	
Number of children attending	
Birthday Party Package	
Birthday Party theme	
Location of birthday party	<input type="checkbox"/> Woking Road <input type="checkbox"/> East Coast <input type="checkbox"/> Other Location If outside venue, please confirm address <input type="checkbox"/> Same as billing address <div style="border: 1px solid black; height: 50px; margin-top: 5px;"></div>

Office use only:

Invoice Number	
Invoice Paid	
Leader	
Assistant(s)	
Studios Booked	
Notes:	

Terms and Conditions of Booking:

1. Package 1: (up to 3 years old)
Price includes use of the Centre Stage Studios where applicable for a 4 hour block and is inclusive of up to 12 children.
The 4 hour block is divided as follows: 60 minutes for set up, 60 minutes for entertainment, 60 minutes for freeplay and refreshments and 60 minutes for clean up.
A surcharge of \$50 per child will be applied if more than 12 children are attending. The maximum number of children at a party is 20.
2. Package 2: (4 years old and above)
Price includes use of the Centre Stage Studios where applicable for a 4 hour block and is inclusive of up to 20 children.
The 4 hour block is divided as follows: 60 minutes for set up, 90 minutes for entertainment, 30 minutes for refreshments and 60 minutes for clean up.
A surcharge of \$50 per child will be applied if more than 20 children are attending. The maximum number of children at a party is 30.
3. A surcharge of \$100 per hour, or part thereof will be applied for exceeding the 4 hour block. Please ensure that if you are using a caterer they are briefed to clear the rooms before the end of the 4 hour block.
4. A surcharge of \$100 will be applied if a customised theme is requested and agreed.
5. FULL PAYMENT is required for CONFIRMATION OF BOOKING. Any additional charges for overtime etc. will be agreed to and signed for at the party, and invoiced the next working day after the scheduled party date.
6. Centre Stage School of the Arts is not responsible for the delivery or service level of any third party product or service.
7. All persons attending the parties at Centre Stage School of the Arts do so at their own risk, attending adults are responsible for minors in their care. During the entertainment, no minors will be left unattended or allowed to move away from the designated party room without an accompanying Centre Stage staff member.
8. Cancellation policy: If the party is cancelled, the fees, less a booking fee of \$100, will be refunded. If the party is cancelled within 24 hours of the scheduled booking, all fees will be retained by Centre Stage.

Signature _____ Date _____