



**COTSWOLD CRAFTS**

01453 845295 or 07817 900434

## The Cotswold Craft Centre Party / Event Booking Form

Name of Person Booking the Party or Event	
Address	
Telephone / Mobile Number	
Email	
Birthday Child's Name	
Boy or Girl	
Birthday Child's Age	
Number of Children (Minimum 4) (Maximum 12) @ £8 or £12 per child	
Party Type: A) £8 B) £12	A OR B
OWN FOOD PROVIDED	YES NO

### SELECT FROM PARTY PACK TYPE LIST

Qty of Party Packs and pack type required @ £2.50 per Child .	QUANTITY	PACK TYPE
Qty of Party Packs and pack type required @ £4.00 per Child .	QUANTITY	PACK TYPE
Please provide any other requirements		
TOTAL PARTY COST	£	
DEPOSIT PAID	£	

**I confirm I have read and accept the terms and conditions for booking this event with The Cotswold Craft Centre.**

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

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

# Children's Party Booking Terms & Conditions

Provisional bookings for parties booked more than 4 weeks in advance will be held for 7 days. Parties not confirmed within the above time may be offered for re-sale.

Please return the completed booking form to Cotswold Crafts at the address below to confirm your party with a deposit of 50% or full payment.

Final balances can be paid on the day of the party. Cheques should be made payable to C&P Trading.

1. The Hirer - means the person signing the application form for Hire of Facilities.
2. The Hirer is responsible for providing an adult to supervise the children attending the party and will be required to take responsibility for all the children if left by their parent/guardian.
3. No alcohol is to be brought in or consumed on the premises at children's parties, but may be allowed at adult parties subject to prior notification. '
4. If the hirer wishes to bring onto the premises , food which has been prepared by them, Cotswold Crafts will accept no liability to the hirer for any damages, costs, losses, claims, expenses, regarding the provision of foods.
5. The hirer will have access to craft room at least 30 minutes before the party is due to start or longer by advance notice.
6. 'Fees' - a deposit of 50% shall accompany the party booking form to confirm the booking. The final numbers for the party, party packs must be confirmed at least fourteen days prior to the date of the booking. The final balance must be paid on the day of the booking.
7. 'Supervision' - the 'hirer' must ensure that the party has at least one parent/guardian present for the entire duration. The hirer will be responsible for the supervision of the party teas/food.
8. Unfortunately, Cotswold Crafts staff are unable to take children into the toilets. Therefore, we would recommend one parent/carer is nominated to escort children to the children's toilet, as and when required.
9. It is advisable that the hirer of the party take contact telephone numbers of the children attending if their parent/guardian are not staying.
10. Cotswold Crafts can accept no responsibility for the property of hirer and their guests including vehicles.
11. Cotswold Crafts prohibits smoking in all of its rooms. Please inform your guests accordingly.
12. 'Cancellation by the hirer' - cancellation of a booking made within 14 days of the party will incur the forfeit of the deposit. Cancellations of a booking made within 7 days of the party will incur the full fees of the party activity.
13. 'Cancellation by Cotswold Crafts' - C&P Trading t/a The Cotswold Craft Centre reserves the right:-
  - (a) To cancel the booking at any time for any reason (Cotswold Crafts will try to give as much notice as possible).
  - (b) Upon any such cancellation Cotswold Crafts will refund to the hirer monies paid to them in respect of the booking but C&P Trading t/a Cotswold Crafts shall not be held liable to pay any compensation whatsoever to the hirer or any other person for any loss, damage or expenditure arising directly or indirectly from the cancellation.
  - (c) To terminate the booking without notice if there is a breach of these conditions during the hiring period and to eject any participants from the premises.In this case no refunds or compensation whatsoever will be payable.

**Please read these terms and conditions carefully before booking a party at The Cotswold Craft Centre.**

**The Cotswold Craft Centre 12 Market Street, Wotton under Edge, GL12 7AE**