



# PARTY BOOKINGS

Please note that this application will be used as confirmation of your bookings for the period above.

**Confirmation email of booking will be sent**

<b>Date of Event</b> / /	<input type="checkbox"/> 10am - 12pm <input type="checkbox"/> 12.30pm -2.30pm	
<b>Name and Age</b>		
<b>Contact Name</b>		
<b>Address</b>	<b>Post Code</b>	
<b>Phone</b>	<b>Mobile</b>	<b>Work</b>
<b>Email</b>		
<b>Approximate Number of Guests</b>		
<b>Requests</b>	<input type="checkbox"/> Tables x ____ <input type="checkbox"/> Chairs x ____ <input type="checkbox"/> Party games (you provide prizes) <b>Game suggestions</b> _____ _____	

Cost of Party \$ 120 plus \$10 per child (10-24 children) as per your guest list

Cost of party \$180 plus \$10 per child (25-35 children) as per your guest list

Minor adjustmest to your invoice can be made on the day.

If you are providing food and drink at your event, please ensure all **cleaning and removal** of rubbish completed at the end of your event.

You may be charged a \$100 cleaning fee if this is not completed.

This is an alcohol and smoke free zone.

Please provide a full guest list no later than 3 days prior to your event.

<b>Office use only</b>	
<input type="checkbox"/> Confirmation sent	<input type="checkbox"/> Deposit received
<input type="checkbox"/> Party invitations sent	<input type="checkbox"/> Invoice generated
<b>Party hosts</b>	
<input type="checkbox"/> Confirm guest list with hostess	
<input type="checkbox"/> Accept payment	
<input type="checkbox"/> Return booking form, guestlist and payment to admin	

We hope you enjoy your event at Swan Districts Gymnastics