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**Birthday Party Booking Form**

Please complete this form as fully as possible. We will use this information to plan your party and ensure that it meets all your requirements.

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| --- | --- | --- | --- | --- | --- | --- |
| **Family name:** | | Click here to enter text. | | | | |
| **Child’s name:** | | Click here to enter text. | | | | |
| **Person in charge:** | | Click here to enter text. | | | | |
| **Address:** | | Click here to enter text. | | | | |
| **Daytime phone:** | | Click here to enter text. | | | | |
| **Email address:** | | Click here to enter text. | | | | |
|  | | | | | | |
| **Party Details** | | | | | | |
| **Date of visit:** | | | | Click here to enter a date. | | |
| **Party Time:** | Choose an item. | | | |
| **Number of children:** | | | | Choose an item. | **Ages of children:** | Choose an item. |
| **Age of birthday boy/girl (on day):** | | | | Choose an item. |
| **We want to ensure our activities are inclusive for everyone so please indicate if anybody has any special needs we should be aware of:** Click here to enter text. | | | | | | |
|  | | | | | | |
| **Details for the Day** | | | | | | |
| **Party activity:** | | | Choose an item. | | | |
| **£15 gift card?** | | | Choose an item. | | | |
| **Party food option:** | | | Choose an item. | | | |
| **Please list any food allergies (i.e. 1 x gluten free):** | | | Click here to enter text. | | | |
|  | | | | | | |
| **Declaration** | | | | | | |
| **I agree to the terms and conditions and have read the guidelines overleaf:** | | | | | | |
| Click here to enter text. | | | | **Please enter your name here to confirm you’ve read and agreed to the terms and conditions overleaf.** | | |
| **Authorised Signatory** | | | |
| **Please return this form to:** [**enquiries@attenboroughnaturecentre.co.uk**](mailto:enquiries@attenboroughnaturecentre.co.uk)**. Alternatively please post to: FAO Ed Tripp (AM), Attenborough Nature Centre, Barton Lane, Attenborough, NG9 6DY**  **To complete your booking a deposit of £30 is required. Please call 0115 972 1777 and have your Credit Card handy to pay straight away over the phone. Alternatively this can be done at the Centre Reception.** | | | | | | |

**Terms and Conditions and Further Information  
FOR BIRTHDAY PARTIES AT ATTEBOROUGH NATURE CENTRE**

**Payment policy**

*Deposit:*

A deposit is required to secure your booking. If the deposit is not paid within 14 days of your scheduled booking (or upon booking if sooner) then we reserve the right to reallocate the party slot to another family without notice.

*Payment of balance:*

The balance is payable upon departure on the day of your party. This can be paid by cash, debit/credit card or cheque (made payable to Nottinghamshire Wildlife Trust Trading Company).

All proceeds from your party go directly towards the conservation of wildlife in Nottinghamshire.

Thank you.

**Cancellation policy**

*If you cancel the visit:*

If you need to cancel the visit then please provide as much notice as possible to ensure that we can offer the party to another family. Please note that your deposit is non-refundable.

*If Attenborough Nature Centre cancels the visit:*

In the unlikely event that Attenborough Nature Centre needs to cancel a visit we will provide as much notice as possible. Staff may offer to reschedule the visit if this is appropriate. We will refund your deposit upon cancellation.

**Further Information for your visit**

The information below will ensure you and your group have a safe, memorable and fun day out at Attenborough Nature Centre:

* Our activities take place on our nature reserve, some of which is a Site of Scientific Interest and may be surrounded by deep water. Our team know the site very well. Please support them by ensuring the site rules are followed and instructions and guidelines are carried out.
* Responsibilities - Whilst our party staff will lead the activities we consider the senior parent to be in charge of the party and therefore responsible for discipline during the day and at lunch time and departure. We reserve the right to exclude disruptive children, particularly if they threaten the health and safety of themselves or others.

**Health and Safety**

We are proud of our health and safety record but would like to highlight the following points:

* Adult to child ratios **-** We require a minimum of three adults to attend the party.
* Clothing - Please ensure that children are dressed appropriately for their visit with appropriate footwear. In hot weather our sites can be very exposed so we recommend that children wear hats and long trousers and that their shoulders are covered. Please note that only extreme weather conditions will disrupt our activities.
* First Aid - All our party delivery staff-members are first aid trained and will carry a first aid kit.
* Hygiene - We ask for your cooperation in ensuring that children do not eat anything they find on the site and that they wash their hands before eating their lunch or a snack. Please ensure that open cuts on hands are covered as a precaution against Weils’ disease which is a rare water-borne disease.

**Thank you for your attention. We look forward to your visit!**