

# Party and Event Booking Form

Name of Party VIP: \_\_\_\_\_

Reason for Celebration: \_\_\_\_\_

Type of Party

Dance

Drama

Games

Party Details

Date: \_\_\_\_\_

Start Time: \_\_\_\_\_

Food / Break: \_\_\_\_\_

Finish Time: \_\_\_\_\_

Venue Address

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Venue Contact Name: \_\_\_\_\_

Venue Contact Number: \_\_\_\_\_  
Contact Information

**Additional Information**

Please include song choice for dance / theme chosen and any extra information regarding the special day

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|                   |  |
|-------------------|--|
| Parent / Guardian |  |
| Address           |  |
| Telephone         |  |
| Mobile            |  |
| Email             |  |
| Emergency Contact |  |

### Health and wellbeing

Please detail below any allergies, previous or current illnesses and/ or any restriction of movement which you feel the knowledge of which would enable all party goers to fully participate

### Consent

- I hereby give my consent and agree to the Terms and Conditions. I have given all the information to my knowledge regarding the party goers to allow for full and safe participation.
- I allow for photographs and videos to be taken and used for the sole purpose of promotion of further projects of this kind and the work of Sarah Cuthbertson.
- I would like to be added to the Little Creatives Mailing List to be sent information about future Holiday Clubs and Projects.

Signed \_\_\_\_\_

Printed \_\_\_\_\_

Dated \_\_ / \_\_ / \_\_\_\_



# Little Creatives Event & Party Bookings

## Terms and Conditions

### Introduction

This document sets out the Terms and Conditions by which Little Creatives Theatre School agrees to provide services to you, as the 'Client', and your Little Creatives. When you book a service from us, you are signifying your agreement to these Terms and Conditions. It is your responsibility to familiarise yourself with them before you book or purchase any product or service from us.

We reserve the right to change or cancel these Terms and Conditions at any time. The current Terms and Conditions always appear on our website [www.littlecreatives.co.uk](http://www.littlecreatives.co.uk). The most recent Terms and Conditions shall always apply.

### Bookings

A Booking form must be completed and returned within 7 days of confirmation of our availability for your requested date in order for it to be secured.

On receipt of your booking form an invoice will be raised which will include payment details. All payments must be made in full before any event or party. In the case of large parties or events a non-refundable deposit will be required at the time of booking. A week before your party we will email you with the information of the facilitator(s) who will be delivering your booking. All of our facilitators are DBS Registered and their DBS number can be sent to you on request.

Your facilitator may contact you directly with regards to any questions about the event/ party and will arrive at an agreed time to enable a smooth and swift set up.

### Health & Safety

The booking form must be complete and inform Little Creatives Theatre School of any allergies, illnesses or particular needs of the children attending. This is to allow for the safe and full participation in the party/ event. If you require a facilitator who is a qualified First Aider this must be specified at the time of booking.

Little Creatives Theatre School reserves the right to charge an additional fee if the number of children at the party/ event exceed the number agreed at the time of booking or to cancel the booking if the level of adult supervision during the event/ party is deemed to be insufficient to guarantee the children's safety. No refund will be given in these circumstances.



## Cancellation

A full refund will be given for cancellations over a month prior to the event/ party. 50% refund will be given for cancellations over 14 days prior to the event/ party. No refund will be given to cancellations within the 14 days.

## Venues

Little Creatives does not accept responsibility for the suitability of the venue. It is the responsibility of the Client to ensure that the venue is of sufficient size and safety appropriate. If the facilitator deems that it is unsafe or hazardous to continue with the party Little Creatives Theatre School reserves the right to cancel or delay the start to allow for appropriate measures to take place. No refund will be given in these circumstances.

## Little Creatives Theatre School Responsibilities

Little Creatives Theatre School and our facilitators will do our best to ensure that your Little Creatives enjoy, participate in and benefit from their attendance at your Little Creatives event/ party.

Our facilitators are all CRB checked and are covered by public liability insurance. In the instance that you have requested a trained First Aider as your facilitator they will bring a first aid kit to the event.

In the event of unforeseen delays to or cancellation of an event/ party we will endeavour to contact you as soon as possible and to offer an alternative facilitator or date.

Your Little Creatives Facilitator is trained in performing arts and facilitation and will use a multitude of Little Creatives positive and creative behaviour techniques during the party. If it is deemed necessary they will speak to the Client regarding any extreme behaviour issues or health and safety concerns.

## Promotion

If you have given consent on your booking form photographs, video, film or audio recordings may be made during the Little Creatives event/ party for promotion of Little Creatives and/or the work of Sarah Cuthbertson.

Our Privacy Policy can be found on our website [www.littlecreatives.co.uk](http://www.littlecreatives.co.uk)



## Injury and Personal Property

Little Creatives Theatre School does not accept liability for injury to any child attending any Little Creatives activity unless caused by the negligence of Little Creatives Facilitators and/ or staff.

Little Creatives Theatre School does not accept responsibility for any loss of or damage to, personal property unless such loss or damage shall be caused by the negligence of Little Creatives Facilitators and/ or staff.

