**BIRTHDAY PARTY BOOKING

 INITIAL NON REFUNDABLE DEPOSIT PAID $50 YES NO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(include stapled receipt to the front of this booking)**

**EXTRA DEPOSIT PAID AND AMOUNT**(extra repayments are refundable) **Did the customer book in February (10% discount, please write date booked) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CONTACT DETAILS**

**\*Parent or Guardian (full name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\**Mobile/Home:******\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*\*Confirmation Contact Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**BIRTHDAY CHILD/CHILDREN DETAILS**

**\*Date of Party: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*\** Time of Party (10.30am onwards*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**\*Birthday Child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \*Age on party date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Boy or Girl: ­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \*Theme/ Color: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* Most umber of kids attending all doing the full package chosen \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* Number of PARENTS ATTENDING on the day\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* Number of rooms needed for the party\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HOSTING**

**Time needed for host : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ AM/PM to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ AM/PM**

**Who is Hosting? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Please fill in when roster is out to make sure that there is someone available to host – if not please message your manager about this)

**ADDITIONAL BOOKING DETAILS**

***\**Is the customer bringing their own decorations that we need to set up (we prefer to do the night before rather than the day for organization) *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\**When will the decorations be dropped off and setup by a supplier or by the parent booking? *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*\* Party Duration: (remember if adding attractions the time in the room is increased depending on the duration of the attraction)**
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **\* If Parties have more than 30 kids have you explained to the customer the time limit on the party will be increased by 30 mins**
 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Package:**

**THE FOLLOWING ONLY**

1. **LETS BOWL PARTY $25pp \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Or**

1. **BOWLCADE PARTY $36pp \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Or**

1. **ALL STAR BOWL PARTY $45pp \_\_\_\_\_\_\_\_\_\_\_\_\_**

**PACKAGE DETAILS**

**\* Will the party be split into different packages and is the customer fully aware of what each group will be doing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\* Will the children be adding any extra attractions to the package? Eg mini golf ($5), laser($5) dark ride($5) bouldering($5), bowling($5), or cinema($11)
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\* Will the parents be doing any discounted attractions with the party? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Food Option:(HIGHLIGHT); only 1 option per party; any other additional food is to be put through as a platter. Food and drink options are only to cater for UNDER 16’S. All over 16 need to purchase food and drink separately.**

***FOOD OPTION 1* –** NUGGETS, CHICKEN CHIPS, COCKTAIL FRANKS AND CHIPS **(3 X NUGGETS, 3 X C/CHIPS, 2 X FRANKS, 1 X PLATTER CHIPS PER 10 KIDS AS A GUIDE FOR FOOD PORTION)
*FOOD OPTION 2* –** HOTDOGS AND CHIPS **(1 X HOT DOG, 1 X PLATTER OF CHIPS PER 10 KIDS
*FOOD OPTION 3* –** CHEESE BURGERS AND CHIPS **( 1 X C/B PER PERSON AND 1 X PLATTER CHIPS PER 10 KIDS)
*FOOD OPTION 4* -** PIZZA PLATTERS AND CHIPS **(1 X MAXI PER 3 KIDS AND 1 X PLATTER OF CHIPS PER 10 KIDS)
*FOOD OPTION 5* –** PARTY PIES, SAUSAGE ROLLS AND CHIPS **(2 X PARTY PIE, 2 X SAUSAGE ROLL AND 1 PLATTER OF CHIPS PER 10 KIDS)
*FOOD OPTION 6* –** MIXED FRUIT PLATTER AND FAIRY BREAD **(1 X PLATTER PER 10 KIDS FRUIT, 1 X PLATTER FAIRY BREAD PER 10 KIDS)**

 **\* WHAT TIME WOULD YOU LIKE YOUR FOOD TO BE SERVED?
 - ON ARRIVAL
 - AFTER THE ATTRACTIONS (ATTRACTIONS MUST ALWAYS GO FIRST)
 - AFTER THE ATTRACTIONS AND ARCADE**

 **\*Guests with food allergies or special requirements: YES NO

If YES list details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­**GLUTEN FREE =
LACTOSE FREE =
EGG ALLERGY =
NUT ALLERGY

**PIZZA TYPES FOR KIDS FOOD OPTION (HIGHLIGHT)**

**\*MIXER MARGHERITA \*TOPPA SWEEPER \*PORTSIDER MEAT**

**\*HAWAIIAN HARKRIDER \*CHICKEN CRANKER**

**\*JERSEY SIDE PEPPERONI \*VEGETARIAN CONVERT \*CHILI BURNER**

**\*KINGPIN SUPREMO \*BAGGER CAPRICIOSA**

**JUGS OF DRINKS: (HIGHLIGHT) unlimited with food and drink option**

**\*COKE \*LEMONADE \*CREAMING SODA**

**\*LIFT \*FANTA \*COKE ZERO \*WATER**

**\*MIX OF ANY \*MIX OF CORDIAL \*MIX OF JUICE**

**EXTRA PLATTERS FOR ADULTS/KIDS (CATERS FOR AROUND 8 PEOPLE PER PLATTER)**

**HOT FOOD PLATTER - $80
(wings,arancini balls, garlic chicken balls,mini spring & samosas) FRUIT PLATTER - $80
 (assorted fruits)
FRUIT AND CHEESE PLATTER - $80
(assorted fruits and cheese) ANTIPASTO - $90
 (olives, peppers, sundried, assorted meats, cheese and sourdough) MIXED SANDWICHES - $ 70
(assorted sandwiches) SWEETS PLATTER - $60 (scones, biscuits cream and jam)
PIZZA PLATTERS - $50
(2 x maxi pizza types) FAIRY BREAD PLATTER - $45

GARLIC BREAD = $50 KIDS PLATTER - $65
 (chicken chips, nuggets and chips) CEASAR WRAP PLATTER = $75**

**THREE FRIES = $30

TIME FOR PLATTERS TO BE SERVED (USUALLY AT SAME TIME AS PARTY FOOD)
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PIZZA TYPES FOR PIZZA PLATTER OPTION (HIGHLIGHT)**

**\*MIXER MARGHERITA \*TOPPA SWEEPER \*PORTSIDER MEAT**

**\* PORTSIDER CHICKEN \*HAWAIIAN HARKRIDER \*CHICKEN CRANKER**

**\*JERSEY SIDE PEPPERONI \*VEGETARIAN CONVERT \*CHILI BURNER**

**\*KINGPIN SUPREMO \*BAGGER CAPRICIOSA**

**COFFEE TAB FOR PARENTS**

**YES NO**

 **REQUIREMENTS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PARTY EXTRA ATTRACTIONS**

**1 GAME OF BOWLING PER PERSON $5 (OR 2 FOR $8) KIDS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ADULTS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**1 GAME OF LASER TAG $5PP KIDS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 ADULTS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**1 GAME OF DARK RIDE $5PP KIDS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 ADULTS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**1 X ENTRY INTO BOULDERING (ALL DAY PASS) $5PP KIDS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 ADULTS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**1 X SOFT PLAY (ALL DAY PASS) $5PP KIDS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 ADULTS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**1 X MOVIE TICKET $10PP KIDS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 ADULTS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PARTY EXTRA ATTRACTIONS**

**\*ICE CREAM CAKE $40pp (RAINBOW)

\*MASCOT COSTUME $80: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*PINATA - $60 \*ICE CREAM CONE $2PP**

**\*GLUTEN FREE EXTRA $5pp \*LACTOSE FREE $5PP \*EXTRA HELIUM BALLOONS $1 each

\*LOLLY & POPCORN PLATTER - $40 (CATERS 8-10 KIDS) \* EXTRA LOLLYBAG - $2.50PP

\*OTHER NOTES \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**LIST OF NAMES OF GUESTS ATTENDING**

(Ask the parent to provide a list of names for kids attending the party so that the lanes can be ready for when they arrive)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PAYMENT OPTIONS/OFFICEWORK NOTES:**

**INITIAL DEPOSIT PAID $50 YES NO**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EXTRA DEPOSIT PAID AND AMOUNT**

**ENTERED INTO DIARY YES NO**

**EMAILED INFORMATION AND DATE EMAILED : YES,NO**

**EMAILED CONFIRMATION YES NO**
(If it can be confirmed straight away then do it)
**CALLED ON MONDAY/TUESDAY BEFORE PARTY TO CONFIRM**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Booking Taken By:** \_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date Taken** \_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Is it written in the diary?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Have you put the booking into the calendar and invited the relevant businesses?**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_

**Where have the decorations brought by the customer been stored?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(**best to store in party cupboard at back in a labelled bag)

**REMEMBER TO CONFIRM WITH PARENTS BEFORE LEAVING
1. ARCADE GAME GREEN SWIPERS UNLIMITED PLAY NOT UNLIMITED TICKETS
2. IS THE MOST NUMBER OF KIDS WRITTEN DOWN/ MINIMUM 8 KIDS EXPLAINED?
3. ALL PACKAGE CARDS HANDED BACK AT END DUE TO EXPIRY AT END OF DAY IF CHOSEN ARCADE
4. $50 DEPOSIT IS NON REFUNDABLE
5. INVITES RECEIVED AND WAIVERS EXPLAINED
6. PACKAGE FOOD AND DRINK IS FOR UNDER 16’S
7. IF PARTY IS LATE AND THERE ARE PARTIES BOOKED AFTER AND TIME EXCEEDED THEY WILL BE MOVED TO CAFE**