

Redbourn Just Add CAKE Booking Form for Room A and B

ST Lukes School Redbourn ,  
Crouch Hall Ln, Redbourn, St Albans AL3 7ET

Hirer Name	Hirer Address
Hirer email	Hirer telephone number
Birthday Childs Name	
Date Of Party	
Time Slot of party Room A <b>Red and Blue £300</b>  9-11  11.30-1.30  2-4  4-30-6.30  Room capacity 60	
Time Slot of party Room b <b>Pink and purple £300</b>  <b>9.15-11.15</b> <b>11.45-1.45</b> <b>2.15-4.15</b> <b>4.30-6.30</b>  Room capacity 60	
Soft play £150 one hour 1.15 in play room 45 mins in food room . Maximum 20 children  Play times 9.30-10.45 11:-12:15 12:30-1:45 2:00-3:15 3.30-4:45	
Approx Number of Guests Must not exceed room capacity	

Adults Children	
Are you providing own food ?	
Are you Bring external Suppliers ? Caterer face painter etc ?	Please supply contact details and copy of public liability
Are you booking our Catering package ?	We will send you a form with all the options so that you may ask your Guests for there food choices .
Are you booking hot or cold food ?	
Are you advising us of any allergies ? only applicable if we are supplying food.	
Do You want to book A themed castle ?	
What Theme would you like ? Please choose from list <b>Princess ,Disney princess, ,peppa pig , jungle ,Minecraft ,pirates,dinosaur train , minions , Minnie and mickey , football, mermaids,unicorns ,frozen ,disneys cars , superheros , pj masks, looney tunes , lol dolls , Teletubbies, power rangers , Thomas ,trolls , Toy Story ,Paw Patrol ,Encanto ,Cocomelon</b>	
Would you like us to quote for tablewear / balloons etc to match your theme .	
Are you booking any Extras	
Date Deposit paid	
Date final Balance Due 2 weeks before event.	
Anything we need to know to make your party run Smoothly ?	

### How to Book :

Step 1 Complete all sections of Form Above and return as an attachment to check availability.

Step 2 We will confirm if the slot is available .

Step 3 Pay the booking deposit ( details below )

Step 4 We will send confirmation email . you can send out your invites and if you have selected food we will send you a catering form to book any food options .

Step 5 pay remaining balance and confirm food options 2 weeks before party .

A few days before the party we will give you a call just to check all details and give you the name of your host.

**You do NOT have to print this form** please just complete and return to the address it was sent from . If using a mobile it may be helpful to have open office or word app . You must send it back in the same format as an attachment as its attached electronically to our online booking diary . Hand written / photocopies / screen shots copies will not be accepted

Payment for the deposit of £50 must be paid booking along with receiving the booking form to secure the date **we will not confirm a booking or reserve any date or equipment until we have both . Until this point all items remain live on the website and can be booked by another at any time** . in the case of a dispute over the same date/ equipment priority will be given to whoever made the deposit first . payment can be made by bank transfer to account number **44108669 sort code 070246 in the name of D Colley** . Remaining balance is two weeks before party date . A receipt will be sent along with confirmation once form and deposit and form are received we strongly suggest you do not send out invites etc until your booking is confirmed .

I Hirer (name) -----

Can confirm that I have received and read the booking form , terms of conditions and frequently asked questions for the Just add Cake Package and that I agree to adhere to these in Full. *you are signing to acknowledge that we do not allow face paint or glitter , confetti or confetti balloons on our Inflatables charges for renewal or repair were supplied in the terms and conditions* . I understand that I am booking a two hour party in either room A or B and the £50 deposit must be paid to secure the date at time of booking and that the **final balance must be payable 2 weeks before by bacs with the deposit being returned after the party . I must provide a compatible device and create a playlist to use the bluetooth speaker** . If I am providing my own food Little House of Bounce are not responsible for allergens contained within food brought onto site and have notified of these in advance .

Signed

Date

**It is not a condition of this form to receive an actual written signature if returning form electronically .Printing and dating the form above shall be deemed acceptable as confirmation of Contract**

