



Office: Muswell Hill Centre, Hillfield Park, London N10 3QJ

GYMNASTICS BIRTHDAY PARTY CONTRACT

Party Time.....

Date of Party.....

Birthday Child(ren's) Name..... Age of child

Party Host(s).....

Contact Details.....Email.....

Address.....

Emergency Contact Numbers.....//.....

Party Fees

Parties are £300 + VAT for up to 24 children. £340 + VAT for up to 32 children. To secure the time/date of the party, a £100 non-refundable deposit is due. The party balance will then be due 14 days before the party. Cheques should be made payable to 'LAGAD Ltd'. Credit card payments can be taken by phone. Tel: 07887367171. Bank transfer – Sort Code 400437. Account number 81777653. Ref: Your surname + date of party.

Party Format

The first hour is spent in the Sports Hall with our coaches. The coaches will clarify the rules, safety regulations and show the children where the toilets are. Safety rules will be strictly enforced by our staff to ensure the well-being of everyone at your party. The coaches will lead a structured session with warm up games, some stretching and then structured play on the gymnastics equipment. The second hour will be spent in the canteen. Access to the canteen for setting up is for ½ hour before the gymnastics session ends.

Children under 3 and adults are not allowed on our equipment.

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Numbers and Names

10 days before the party takes place, please provide us with all of the names of the participants so that we can provide certificates. The Birthday Child(ren) will receive a medal.

What We Provide

LAGAD will supply the venue, equipment, coaches, party area, staff, chairs and tables. You will be able to access the canteen area ½ hour before your session begins or order to set up all food and decorations. The hirer is responsible for tidying up the canteen area, LAGAD coaches are not responsible for the tidy up. The hall must be left as clean and tidy as it was found.

What to bring

You may bring refreshments and/or decorations for your guests. Things that you may want to include but you are not limited to include: paper plates, cups, napkins, utensils, a knife, candles and matches if you are serving a cake, some large bags for gifts and a couple of bin bags for tidy up. No food is allowed in the Sports Hall.

What to Wear

Children should wear comfortable clothing such as a t-shirt and shorts for boys and leotards or a t-shirt and shorts for girls that are button, buckle and zip free. Long hair needs to be tied back. Jewellery is not permitted in the gym with the exception of small studs. Bare feet are required for the gym portion of the party.

TERMS AND CONDITIONS

LAGAD Ltd

CHILDREN'S BIRTHDAY PARTY

Terms and Conditions of Booking.

Please read this carefully before signing, dating and returning the Booking Form

1. What 'the Venue' may be used for

1.1 The Venue shall only be used for the agreed purposes set out in the Booking Form and shall not be sub-let or assigned

2. Provisional Bookings

2.1 Provisional bookings may be cancelled if the Booking Form is not completed and returned within one week of it being forwarded

2.2 Provisional bookings are only confirmed when a completed and signed copy of the Booking Form, Terms and Conditions and the deposit of £75 has been received.

2.3 In the event that a confirmed booking is cancelled by the client the deposit is non-refundable. If for any reason LAGAD Ltd has to cancel the booking – the full and complete refund will be processed.

3. Liability

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3.1 The hirer shall be responsible for all damage to the Venue and to any property in the Venue during the period of hire or resulting directly from the hire of the Venue.

3.2 LAGAD shall not be responsible for any loss, damage or injury to anybody attending the Venue for the purposes of the hire whether guests, staff working for or contracted by the hirer.

3.3 LAGAD shall not be responsible for any loss, direct or indirect, due to any breakdown of machinery, failure of electricity supplies, leakage of water, fire, government restriction or act of God which may cause the Venue to be temporarily closed or the hire to be interrupted or cancelled

3.4 If this is a joint Birthday Party, both parties are jointly and severally liable.

4. Conditions of Hire

4.1 The hirer is responsible for the behaviour and conduct of all those attending the event, and to ensure that they leave by the agreed time

4.2 All children (not attending the party), must be accompanied by a Parent/Guardian at all times.

4.3 Smoking is strictly prohibited throughout the building and its grounds

4.4 Candles on the birthday cake must be closely supervised at all times

4.5 Under no circumstances may electrical equipment be installed or used without the prior written agreement of LAGAD Ltd and under the supervision of LAGAD Coaches. LAGAD reserves the right to refuse the use of any technical equipment it reasonably considers to be unsafe or inappropriate or which has not been properly approved.

4.6 Nothing shall be attached to or suspended from any part of the Venue without the prior approval of LAGAD Ltd and in conjunction with the school staff.

5. LAGAD Coaches

5.1 LAGAD coaches work under the sole guidance and instruction of LAGAD Ltd to ensure that the conditions of hire are adhered to

5.2 If the conditions of hire are breached the any school and/or LAGAD supervising officers on duty are authorised to ask for appropriate steps to be taken to rectify the breaches up to and including cancellation or suspension of the event.

6. Catering

6.1 No food is permitted outside of the designated canteen party area

7. Cleaning

7.1 Parents/guardians should tidy up after the party and leave the venue as found.

7.2 LAGAD reserves the right to levy an extra charge to the Hirer should unnecessary and excessive cleaning be required due to the negligence of the hirer and their guests

8. Payment

8.1 Payment in full must be made at least one week before the date of the party
Cheques should be made payable to 'LAGAD Ltd' or can be made by BACS transfer to LAGAD Ltd. Account details on request. Credit card payments can be taken by phone. Call 07887367171.

9. Use of Equipment

Children under the age of 3 and adults are not allowed on our equipment.

10. Evacuation

If the school's fire alarm is activated please follow the coaches or other members of the

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School staff who will, if necessary, escort you out of the building. Fire exits are clearly indicated.

11. Personal Items

Please ensure that you look after all of your own items throughout your time at the school. Also take any personal belongings with you after the event. LAGAD will not take responsibility for any lost, stolen or mislaid items during or after the party.

THANK YOU

PLEASE SIGN AND RETURN THIS BOOKING FORM TOGETHER WITH YOUR DEPOSIT to LAGAD, Muswell Hill Centre, Hillfield Park, London N10 3QJ.

If you would prefer to pay your deposit by bank transfer, please send you deposit of £75 to HSBC,

LAGAD Ltd,
Sort Code 400437
Account 81777653
Reference: *Your surname* + Party

I (print name) accept LAGAD’s terms and conditions for my Birthday Party Booking on (date of party).....

Signature.....

Print Name.....

Date

N.B. Please delete as appropriate.

- * I have paid the deposit via bank transfer.
- * I enclose a cheque made payable to LAGAD Ltd.

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