

Glitter Girls Party

- BOOKING FORM -

Host Information	
Parent/Guardian's Name:	
Home Address: Postcode:	
Home Telephone:	
Mobile Telephone:	
Email Address for Party Confirmation:	
Special Girl's Name/Age:	

Party Information	
Day & Date of Party:	Day: Date:
Venue Address: Postcode:	
Time of Party (tick):	<input type="checkbox"/> 10am-12pm <input type="checkbox"/> 1pm-3pm <input type="checkbox"/> 4pm-6pm
Number of Guests (approximately):	

Party Options	
Option 1 (tick):	<input type="checkbox"/> Craft & Party Games (Deposit £80)
Option 2 (tick):	<input type="checkbox"/> Makeover & Craft Party (Deposit £80)
Option 3 (tick):	<input type="checkbox"/> Dance Routine & Karaoke Party (Deposit £80)
Option 4 (tick):	<input type="checkbox"/> Crafts & Karaoke Party (Deposit £80)
Option 5 (tick):	<input type="checkbox"/> Jewellery Making & Makeover Party (Deposit £80)
No. of Party Bags/Helium Balloons:	Party Bags: <input type="checkbox"/> £2 each or <input type="checkbox"/> £3 each Helium Balloons: <input type="checkbox"/> £1 each

PARTY IN A BOX Orders

PARTY IN A BOX

Please note there is a £5 P&P charge for Party Bags with this option

Number required: 10 Girls (£60) 15 Girls (£80) 20 Girls (£100)

Date of Party _____ IMPORTANT FOR DELIVERY!

No. of Party Bags Required:

Party Bags: £2 each or £3 each

PARTY IN A BOX Total

£

PARTY IN A BOX Party Bags

£

PARTY IN A BOX Party Bags p&p (£5)

£

TOTAL Payment:

£

How did you hear about us?

Referral Yellow Pgs Yell.com School Fair At a Party Other

If Other please state:

Please make cheques payable to **Lisa Newman** and return with your completed booking form to:
Glitter Girls Party, 14 Highfield House, Hemel Hempstead, HP2 5GZ

It is a condition of booking a party with us that you have read and have accepted the attached Terms & Conditions. Once you have read the Terms & Conditions please indicate your acceptance of them by signing below:

Name:

Date:

Signed:



Glitter Girls Party - TERMS AND CONDITIONS (v1.5)

BOOKINGS

Whilst Glitter Girls Party are happy to take provisional bookings by telephone, bookings are not confirmed until we have received your completed booking form, signed terms and conditions and deposit, and we have issued a booking confirmation.

If any guest has special needs, e.g. a hearing or sight impairment, please inform us at the time of booking and we can make suitable arrangements.

CANCELLATION

If you cancel a party at any time, your deposit is NOT refundable. However, where possible, we will re-book the party at a mutually convenient time for both you and Glitter Girls Party. To enable the deposit to be deducted from the cost of the re-booked party, the re-booked party must take place within one calendar year of the original party booking date.

If you wish to cancel a party, please let us know as soon as possible. If you do not advise us more than 24 hours prior to the party of the cancellation you will be liable to Glitter Girls Party for the full fee for the number of pre-booked guests.

Glitter Girls Party will make every effort to make sure that the party takes place, however, if circumstances beyond our control (for example, accidents, illness, weather, safety considerations etc.) prevent us from attending or disrupt the proceedings, your deposit will not be refunded but will still be valid against a future booking for one calendar year from the booking date.

GUEST NUMBERS

The minimum number of guests for all of our parties is ten. If you wish to have a party with fewer guests, please note that the minimum charge for ten guests will still apply.

One week prior to the event Glitter Girls Party will telephone you to confirm your final required numbers for the party, party bags and balloons. The number of guests that you state at this point will be the final number that Glitter Girls Party make arrangements for and will expect to be at the party. The final amount payable by you is based on the number of guest that you give at this point.

BEFORE THE PARTY STARTS

Glitter Girls Party will make every effort to arrive on time or early for the party, but we are subject to local traffic conditions. If you are aware of any traffic conditions that could affect our arrival, please let us know.

Glitter Girls Party needs at least one place to park during the party (this may increase depending on party numbers). If there are any local parking restrictions or problems, please tell us. We need to load and unload equipment so a space reasonably close to the venue would be appreciated.

Please advise of any contagious illness or infectious conditions, e.g. head lice, conjunctivitis, cold sores or eczema which may have an affect on guests, staff and equipment we use. In the interests of all our guests, parents of the party girl/boy are responsible for advising other parents.

Please ensure that any known allergies are reported to the hair, make-up and face painting artists prior to the party.

THE PARTY

Parents will provide an adequate, safe, indoor area without any hazards in which the party can be run. Glitter Girls Party will NOT run parties outside, under a gazebo or in a marquee (please contact us if you require clarification on this point).

We are employed to provide a safe, fun and enjoyable party. Glitter Girls Party are not responsible for guests behaviour. If you are aware of difficult dynamics within the party, please advise us in advance so that we can act accordingly with seating plans. It is the responsibility of the hosting parents to resolve these issues.

Please ensure that a space at an empty adult-height table with a suitable chair for each of the guests is set up thirty minutes before the agreed party start time. Our staff will not move furniture at your house or at the party venue.

For dance and karaoke parties we will only use our own equipment and you are responsible for supplying a safe and working supply of electricity.

To allow the party to run smoothly and to prevent accidents, please keep the party area free of food, drink and pets.

Guests below three years of age should be supervised by their own parent(s) or other responsible adult not being a member of the Glitter Girls Party team.

To ensure smooth running of the party, parents are required to stay in another room or at least be away from the main party area to minimise distraction of the guests.

Glitter Girls Party take a digital photograph of each of the party guests and post a print of each photograph to the birthday boy/girl a week after the party. Digital images are usually erased after one year. Glitter Girls Party cannot guarantee the quality of either the pose or the prints of the photographs and cannot guarantee that all party guests will be photographed.

PAYMENT

Please pay promptly upon receipt of your invoice at the start of the party. Once Glitter Girls Party hand the party back to you we appreciate that you will be busy with food and guests and we need to depart promptly to attend other parties.

Glitter Girls Party does not accept post dated cheques and we require full payment of the invoice in cash or cheque on arrival. If any additional guests attend the party over and above the invoiced number, we will add them to the invoice and expect payment prior to departure from the party.

Interest will be payable on any part of the fee that is not received on the due date. Interest shall be charged at a daily rate equivalent to 2% per month. A £20 administration charge shall be made for any fee not received on the due date.

LIMIT ON LIABILITY

We shall not be liable for any indirect or consequential loss.

All of the products that we provide are allergy tested and we accept no liability for any adverse reactions from them (e.g. makeup, hairspray or face paints).

We purchase all of the contents of our party bags from reputable suppliers but we accept no liability for the contents of our party bags or presents.

The cap of liability to you is the total amount that would have been payable for your party, based on the final agreed numbers for the party.

INSURANCE

Our public liability insurance is provided by Blackfriars Insurance Brokers Ltd of London.

OTHER LIABILITIES AND OBLIGATIONS

Except for obligations to pay the amount due, neither Glitter Girls Party nor you shall be liable in any way for failure to perform our respective obligations under these Terms if the failure is due to causes outside the reasonable control of the party which has failed to perform.

MISCELLANEOUS

The only people that may benefit from this contract are the parents of the girl/boy; Parents may not assign this contract.

This agreement constitutes the entire and only agreement between the parties relating to the subject matter of this Agreement.

The Contracts (Rights of Third Parties) Act 1999 shall not apply to this Agreement and no person other than the parties to this Agreement shall have any rights under it, nor shall it be enforceable under that Act by any person other than the parties to it.

There shall be no variation to these terms save in writing and agreed by both parties.