

## Bouncy Castle Party Application Form

Personal Details	
Surname:	
First Name(s):	
Date of Birth (D.O.B):	
Address:	
Contact Details	
E-mail:	
Telephone:	
Party information	
Date(s) – <i>please provide choice if flexible</i>	
Cost:	£200

Conditions and Agreement	
<p>By completing this application form I agree to comply with and be bound by the conditions of hire (<i>please see overleaf</i>) laid down by De Montfort University (DMU). I declare that I am over 18 years of age.</p>	
Signed:	
Dated:	

For office use only	
Member ID:	
Paid by:	
Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card <input type="checkbox"/> Receipt Number:	
Processed by:	
Date:	

- All users **MUST** be under **16 years old** in order to use the inflatables.
- No somersaults, rough play, or wrestling allowed on the inflatables.
- Adult supervision is required.
- 30 maximum party numbers.
- No food or drink allowed on the inflatables.
- No footwear to be worn on the inflatables.
- Adequate clothing must be worn to protect skin.

## Terms and Conditions for children's parties

### General

- 1.1 Maximum capacity numbers for each party are detailed on our website and application forms and are recommended for customer satisfaction and safety.
- 1.2 These terms and conditions do not relate to external hire arrangements. These organisations will have their own terms, conditions, payment process and are a separate contractual agreement.
- 1.3 The party hire is not transferable and the hirer may not transfer or sub-let the booking.

### Making a booking

- 2.1 Complete a party application form located on our website and email to [leisure@dmu.ac.uk](mailto:leisure@dmu.ac.uk). A member of staff will get back to you in regards to your request. By submitting this form, you are agreeing to these terms and conditions.
- 2.2 Booking times are from when the party starts and ends. All of our parties run for a total of two hours in which you can arrive 30 minutes prior to the booking time. All children to be collected at the time the party ends. Adult supervision is required for all parties at all times.
- 2.3 Booking is confirmed once payment is made in full. Payment can be made over the phone on **0116 250 6400** or alternatively paid at reception.

### Cancellation

- 3.1 If the hirer has to cancel the booking, then this must be done in writing via email to [leisure@dmu.ac.uk](mailto:leisure@dmu.ac.uk).
- 3.2 The hirer must give one weeks' notice of cancellation. If the hirer gives less than 7 days' notice before the booking commences then an administration fee of **£25** shall be charged.
- 3.3 Alterations to bookings will follow the same guidelines as those for cancellations.
- 3.4 De Montfort University reserve the right to close or prohibit the use of the facilities at its discretion.
  - On any grounds of Health and Safety
  - If there is a breach of the terms and conditions

### Health and Safety

- 4.1 The hirer will in liaison with the Duty Officer, ensure that all parents assisting with supervision maintain adequate standards of health and safety throughout the booking and will be aware of the buildings fire evacuation procedures.
- 4.2 All electrical items brought onto the building by the hirer must be subjected to portable appliance testing (PAT) any found without a PAT test label will have to be removed immediately. We have music systems and party music available for use.
- 4.3 Tea lights, sparklers, incense, candles are not permitted on the premises.
- 4.4 No flags, emblems, placards, adhesive tape, or other decorations shall be displayed with the leisure centre without previous written consent.
- 4.5 We always have at minimum of one first aid qualified member of staff on duty.

**I have read and agree to the terms and conditions of the children's party hire.**

**Name:**

**Signature:**

**Date:**