

PARTY BOOKING CHECKLIST

<p>Procedure for booking Toddler, Jungle Cubs and Dexter party packages</p>	<p>Completed</p>
<p>Explain details and options of all party packages offered and availability</p> <p>2 hour party – 1 ½ hour free play, 30 minutes for a party buffet</p>	
<p>Explain terms and conditions of booking a party</p> <p>Non refundable deposit required of £45 Balance due 2 working days before the party date Cancellation policy</p>	
<p>Procedure for Exclusive Hire Bookings</p>	
<p>Explain details and options of Exclusive Hire Bookings</p> <p>2 Hour Party – 6:15pm-8:15pm (Extensions available) Upto 50 children Catered or Un-Catered</p>	
<p>Explain terms and conditions of Catered and Un-Catered Hire</p> <p>£3 per head Catered Extras available to purchased – Party Bags £1.50 per bag Un-Catered cleaning requirements</p>	
<p>Explain terms and conditions of booking an Exclusive Hire Party</p> <p>Non refundable deposit required of £100 Balance due 2 working days before the party date Cancellation policy</p>	
<p>Party booking form completed - Customer details taken accurately, confirming with the customer time and date of their party booking.</p>	
<p>Allergy information form completed and attached if necessary</p> <p>Complete as much information as possible, if in doubt ask for the allergy childs parent or guardian to call to go through options.</p>	
<p>Deposit processed and customer receipts attached to the party booking form</p> <p>Terms and conditions of deposit required explained</p>	
<p>Party invitation and thankyou card options explained</p> <p>Downloadable PDF files Centre collection</p>	
<p>Party booking entered into the party diary and booking form filed appropriately</p> <p>Entries need to include customer name, childs name and birthday age, party package chosen, deposit amount paid, contact number, date of booking and the name of the staff member who completed the booking.</p>	