



# Burrows Lane Farm Equestrian Centre

## PONY PARTY BOOKING

<b>Name of Party Organiser:</b>	
<b>Contact Telephone Number:</b>	
<b>Contact Email Address:</b>	
<b>Contact Address:</b>	
<b>Name of Birthday girl / boy:</b>	
<b>Age of birthday girl / boy:</b>	
<b>Date of Party:</b>	
<b>Time of Party:</b>	
<b>Number of children attending party:</b>	
<b>@ £24 per child</b>	
<b>Will you be requiring use of cafe area for own catering?</b>	<b>YES / NO (delete as appropriate)</b>
<small><i>If you will be using cafe area, please add £10 to cost of party which will be refundable at end of party once cafe area has been checked by a member of staff. If cafe area is NOT left as found &amp; rubbish &amp; waste NOT removed the £10 will be kept to cover cleaning costs.</i></small>	
<b>TOTAL PAYABLE:</b>	

### TERMS & CONDITIONS:

- This form must be completed and accompanied with a £5 non refundable deposit per child. Your booking will then be confirmed by email. (payment via cash or cheque only)
- Full payment for the party must then be made at least two weeks prior to party date. Payment is non refundable.
- Minimum number of attendees required per party is 5 children, maximum is 20 children.
- Minimum age for party attendees is 5 years old.
- All children attending party must have a Rider Registration form and Code of Conduct form completed on their behalf by their parent/ guardian. These important forms **MUST** be brought back to Burrows Lane Farm on or before the party date or children will not be allowed to participate in the Pony Party and no refund for their place will be offered.
- If you require use of cafe area to provide your own catering at the end of the riding and stable management sessions. Please note all food must be brought onto site already prepared as there are no kitchen facilities available, only cold food catering is permitted and the cafe area must be left as found; with all mess and waste cleared up and taken away by party organiser. The party organiser is responsible for supervising children whilst using the cafe area. Cafe area is available for party set up two hours before the party starts. Please note parties will not be given exclusive use of cafe area as there are vending machines that other facility users will require access to. (Refundable deposit required to secure use of cafe area for party see above table for more info).
- Any disability or medical conditions must be discussed prior to booking Pony Party.

Please sign below to confirm you have read and fully understand the above terms and conditions and agree to follow them.

SIGNED: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

Once you have completed this form and returned to Burrows Lane Farm with full payment you will receive e-mail confirmation of your booking.

If you have any further questions in relation to the Pony Party please contact Helen on 0151 430 0046 or 07722 251 652 or email burrowslanefarm@live.co.uk