

**Splash Park Birthday/Private Party Booking Form**

This form is to be used for advance bookings for birthday/private parties.

Birthday/private parties can only be booked on weekdays (Monday-Friday) **Term time only.** Birthday parties cannot be booked during school holidays.

There is a minimum booking cost of £60 and which includes a total of 30 children. If your booking exceeds 30 children each extra child is charged at £2 each. Two-hour sessions can be booked incurring the same charges.

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| **Name** |  |
| **Main Contact** |  |
| **Address** |  |
| **Tel Number** |  |
| **Email Address** |  |
| **Date of Visit** |  |
| **Number attending:****Children £2****Adults £2****Spectators £1** |  |
| **Preferred Session Time** | 10:15 – 11:15 11:30-12:30 12:45 – 13:45 14:00 – 15:0015:15-16:15 16:30-17:30 |
| **Additional Notes** |  |

Please submit this form by:

* Emailing to publicrealm@lancaster.gov.uk
* Payment is only accepted in advance. Full payment by card will secure your session.

**\*Please note we need at least 5 days’ notice of the booking and that your booking is not confirmed until payment has been received**

You should normally get a response within 5 working days with the confirmation of your booking.

**Terms and Conditions – Birthday /Private Party Splash Park Bookings**

**Booking Information:** There is a minimum booking cost of £60 which includes the total of 30 children. If your booking exceeds 30 children every extra child is charged at £2 each.

Children under 8 need to be accompanied by a parent/adult guardian either as a spectator or a splasher. It is also expected that parents/adult guardians accompany their children during birthday parties.

Birthday/Private party bookings are **non-refundable** unless inclement weather (please see T&C) However, in exceptional circumstances we can offer another available date / time slot.

**Food** – due to the nature of the splash park food is not provided. You are welcome to bring a picnic / buffet but, this will need to be eaten outside the splash zone area if you exceed your session time.

To ensure you have enough time for food consumption you could book two sessions for your party. This would incur an extra charge of £60 plus any extra children.

If food is consumed within the splash park zone area, **please help us keep the facility clean and hygienic by using the bins provided for any food / drink consumed.**

**Party sessions** are for one hour and the following time slots can be booked:

1. 10:15-11:15
2. 11:30-12.30
3. 12.45-13:45
4. 14:00-15:00
5. 15:15-16:15
6. 16:30-17:30

Lancaster City Council reserve the right to cancel your booking in case of inclement weather (rain is fine), thunder and lightning would mean that the splash park is unsafe to use, and a full refund would be given.

**On arrival**: Please arrive 15 mins before your booking time so we can issue your party with a wristband. Wristbands will be provided for the number of children booked, if more children attend then booked, they will need to pay for a wristband on their arrival. This is to ensure members of the public don’t try to join your private party.

**Shut down**: The Splash water management system is switched off at 5.30pm (unless arranged otherwise). All visitors are required to vacate the facility after this time. Access to splash park will be restricted outside advertised opening hours and gates will be locked accordingly.

**Allergies**: Please be aware that the facility is chemically treated with sodium and calcium hypochlorite, and sodium bisulphate. If there is any possibility of an allergic reaction, we advise you test the water on your child’s skin prior to entering the splash zone.

Please note **no dogs** are allowed in the splash park.