

# Delamere Forest

## Birthday Parties Booking Form

Name of child celebrating birthday

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Name of parent/guardian.....

Address.....

Contact Number.....

Email.....

No of children attending party  No of boys  No of girls

**Costs** Each party costs £130 for up to 12 children

Additional children cost £10

Maximum 15 children for parties 3-5 years

Maximum 20 children for parties 6-12 years

Maximum 15 children for bushcraft parties

Age of children attending.....

Date of celebration.....

Time of celebration: 10am-12pm 1pm-3pm 4pm-6pm

Party theme:

Forest Fun (3-5 yrs)

Fairies & Wizards (3-5 yrs)

Minibeast Hunt (3-12 yrs)

Den building (6-12 yrs)

Bushcraft (8-12 yrs)

Will you be bringing your own food? (catering option is available, please see following page and complete if you wish)

Yes

No

Hot chocolate and tasty fire treats will be provided.

Please indicate whether there are any food allergies/requirements amongst the group.....

Please specify any behavioural or physical disabilities we need to be aware of.....

# Catering Booking Form

Birthday party including catering costs £200 for up to 12 children (£5 per additional child, maximum 20 children)

No of children requiring food

Each child will receive:

- Locally sourced ham sandwich (vegetarian option is available)
- Packet of crisps (pom-bears)
- 6 fresh grapes
- Freddo chocolate bar
- Piece of cake
- Selection of biscuits (3)

Please bring your own birthday cake if required.

Certain dietary requirements can be catered for. Please indicate whether there are any food allergies/requirements amongst the group including number of vegetarians

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## Party Information

If you are using the classroom for your own food the room will be set up with tables and chairs for you for your indicated party size. The tables will have plain blue or pink table cloths on and the room will be decorated with party banners and balloons. Please bring your own decorations if you wish and feel free to change any of the decorations that are set up. You may arrive no earlier than half an hour before the party to set up food and decorations. If you are ordering catering for the party, the food will be in the classroom, plated up on arrival. Teas and coffees will be available for parents.

Please ensure all children attending the forest party are dressed appropriately in outdoor clothing and footwear. Long sleeves, long trousers and a waterproof coat are necessary whatever the weather.

Please supply children with sun cream and insect repellent if necessary.

Parents must accompany the children at the party. Required adult:child ratios are 1:5 for 3-5 year olds and 1:6 for 6-12 year olds. Parents and adults are responsible for the behaviour of the children at all times during the party. Please remember that some of the activities available do have an element of risk and children must be sensible and follow instructions. If the party leader does not feel children are acting responsibly and safely at any time, they do have the right to remove the child from the activities.

Parents who wish to stay with the children at the party and are making up the correct ratio of adults to children receive free parking within the education area which is the first right after Linmere Visitor Centre car park before the brown sheds. Any additional parents must pay the car parking charges on the normal pay and display car parks.

## Terms and conditions

Please remember the parties are held in the forest and activities can not be run in high winds or storms. The party will still go ahead in rain. If the Forestry Commission staff deem it to be too dangerous to carry out the party, a full refund will be given and an alternative date can be arranged. There will be **no** alternative if the children do not wish to go out in the rain and no refund can be given if this is the case.

If your child is ill on the day of the party you must inform me at least 2 hours before the party. Please note I am not in the office at weekends. My contact details can be found below.

A non-refundable 50% deposit is required at least 2 weeks before the date of the party. The remaining amount can be paid on the day of the party. Cash or cheque is required. Please make cheques payable to Helena Perry.

Please sign below to indicate you have read the terms and conditions and wish to book a party.

Parent/guardian signature..... Date.....

Please return the completed booking form (and catering form if necessary) to Helena Perry, Delamere Forest, Linnere, Delamere, Cheshire, CW8 2JD or email it to [helena.perry@forestry.gsi.gov.uk](mailto:helena.perry@forestry.gsi.gov.uk) to confirm your party booking.

**Contact details:**

Work mobile 07810 658136

Visitor Centre 01606 889792