



# Children's Birthday Parties

2018 v 1



# Party Details

## The Party!

The Bank of England Sports Centre hosts children's birthday parties, catering for children aged 4 to 12 years. For your party you can choose an activity from the list below. Your two dedicated Party Organisers will stay with you throughout the party and can also arrange for a CD player to be used in your food area.

- |             |                        |               |
|-------------|------------------------|---------------|
| 1. Netball  | 4. Tennis              | 7. Dance      |
| 2. Football | 5. General Party Games | 8. Basketball |
| 3. Cricket  | 6. Rounders            |               |

## What happens?

Your Party Organisers will set up the sports and food area in preparation for your party. The Party Organisers will greet the party 10 minutes prior and lead the group in the activity of your choice for 60 minutes.

Your Party Organisers will take the children to your allocated food area for the remaining 45 minutes to enjoy the chosen food option.

If you wish to invite more than 20 children, you will be required to request an additional Party Organiser.

## What time?

We hold our parties on Sundays throughout the year at the following times; just select the best time for you!

- 11.30am - 1.15pm
- 1.45pm - 3.30pm
- 4.00pm - 5.45pm



# Food Options - Children

## What's there to eat?

You may not bring your own food or drinks on the premises; all food orders are catered for onsite! However, you may bring your own birthday cake and partybags.

The whole group receives the SAME food option.

**COLD OPTION - choose any 5 of the following:**

- ★ sausage rolls
- ★ crisp bowls
- ★ cheese sandwich triangles
- ★ ham sandwich triangles
- ★ jam sandwich triangles
- ★ cocktail sausages
- ★ cucumber & carrot sticks
- ★ melon & pineapple sticks

Or

**HOT OPTION - choose 1 of the following:**

- ★ Cheese & tomato pizza slices
- ★ Chicken goujons
- ★ Chargrilled beef burger in a bun
- ★ Fish goujons

All of the hot options come with chips and are served in party boxes

## OPTIONAL DESSERT

If you'd like to order some desserts for the party guests, then you can order either jelly pots or ice cream tubs.

Jelly cost £1.30 per pot and ice cream costs £1.75 per tub.

## FOOD INTOLERANCES/DIETARY REQUIREMENTS

If you have any food dietary requirements/intolerances, please ensure you advise us of these on the application form.



# Food Options - Parents

## FEEDING THE PARENTS

If you wish to provide some finger food for the parents during the party, we can provide a number of options as stated below.

- ★ Assorted sandwich platters available at £32 per platter (each platter feeds 10 people)

Share boards available for pre -order:

- ★ **BBQ Pork Nachos £15.00**  
BBQ pulled pork, bacon bits, melted cheese, jalapeños, sour cream, salsa, nachos
- ★ **BBQ Bean Nachos £14.20**  
BBQ beans, melted cheese, jalapeños, sour cream, salsa, nachos
- ★ **Peri Peri Chicken £17.20**  
BBQ grilled spiced chicken kebabs, peri-peri chicken strips, hot & spicy chicken wings, fresh slaw, fat chips
- ★ **Cheese Board £13.90**  
Stilton, Cornish brie and farmhouse cheddar with dried fruit, fruit chutney and crackers
- ★ Tea & coffee also available at £2.00 per person per cup



# Prices

## What's the cost?

### **Hire of facilities and 2 Party Organisers - £165.00**

Depending on the weather and your chosen party activity, your party may take place on a grass pitch, the synthetic turf pitch, the tennis courts or in the sports hall. A separate area will be provided for your party food.

### **Additional Party Organiser - £21.00 (required if more than 20 children)**

You will be allocated 2 party organisers for your child's party. However, if you would like to invite more than 20 children, you will need to request and pay for an additional Party Organiser. This will enable you to invite an additional 10 children (maximum of 30 children in total).

### **Food per child - £5.50**

As outlined above, you should choose either a hot or cold meal option for all of the children. Catering should be paid for on the party day to one of the Catering Team.

If you opt for a cold selection, please select 5 cold options. If you would prefer a hot meal, please choose 1 hot item and this will be served with chips and ketchup in party boxes.

If you wish to provide additional items, please specify these and they will be charged at a £1.15 per item per child as a supplement.

Please contact Liz by calling reception on 020 8392 4360 or drop her an email at [elizabeth.macdonald@bankofengland.co.uk](mailto:elizabeth.macdonald@bankofengland.co.uk) to discuss your requirements.



# Children's Birthday Party Booking Procedures & Conditions

1. In the interests of safety and quality, there will be a maximum number of 20 children permitted for a standard party with 2 Party Organisers. Parties with more than 20 children are required to have a third Party Organiser and you can then invite up to 30 children in total.
2. Children's birthday parties are only available to **members**. The child having the party must be a member at the time of the party.
3. All parties must be booked at least 2 weeks in advance. This is to ensure the availability of a Party Organiser.
4. We can only offer parties for children aged 4 to 12 years.
5. Final numbers are required 1 week before the party date for catering. The final numbers given (unless exceeded) will be the minimum charge on your final bill regardless of the number of attendees.
6. A deposit of £165.00 is required to secure the booking. For cancellations made within 2 weeks of the party date, the deposit is non-refundable. Cancellations within 1 week of the party date will also incur full catering costs.
7. Payment for all catering should be made before the day of the party to one of the Catering Team/at the Bar.
8. No food or drink may be brought onto site for the party but you may bring your own birthday cake and/or party bags.



# Children's Birthday Party Application Form

PARENT NAME: \_\_\_\_\_ MEMBERSHIP NO: \_\_\_\_\_

HOME TELEPHONE: \_\_\_\_\_

MOBILE TELEPHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

BIRTHDAY CHILD'S NAME: \_\_\_\_\_

BIRTHDAY CHILD'S DATE OF BIRTH: \_\_\_\_\_

APPROXIMATE NUMBER OF CHILDREN ATTENDING: \_\_\_\_\_

ADDITIONAL PARTY ORGANISER REQUIRED: YES / NO

DATE AND TIME OF PARTY: \_\_\_\_\_

CHOSEN PARTY ACTIVITY: \_\_\_\_\_

FOOD OPTIONS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FOOD INTOLERANCES/DIETARY REQUIREMENTS: \_\_\_\_\_

\_\_\_\_\_

PARENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

- Deposit of £165.00 required at time of booking. Deposit payment can be paid by cash, cheque or credit/debit card. Cheques should be made payable to 'The Bank of England Sports Centre'.
- Payment of party catering should be made before the day to one of the Catering Team/at the bar.
- Please email [elizabeth.macdonald@bankofengland.co.uk](mailto:elizabeth.macdonald@bankofengland.co.uk) if you require any further information.

Date Received:

Initials: