



Children's Birthday Parties

2018 v 2



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 background music to be played in your food area.

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

What happens?

We will provide 2 Party Organisers for each party. However, for younger children (aged 4 and 5yrs), if you invite more than 15 children, you will be required to book a 3rd Party Organiser. For older children (6yrs +), if you wish to invite more than 20 children, you will be required to book a party with 3 Party Organisers.

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 before clearing up the food area at the end of your allotted party time.

What time?

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

- PARTY 1 = 11.30am - 1.15pm
- PARTY 2 = 1.45pm - 3.30pm
- PARTY 3 = 4.00pm - 5.45pm

Party timings!

We are keen for our children's parties to run as smoothly as possible so please ensure that all parents and children adhere to the following timings:

	Access to Food Area to set up	Party begins - activities start	Activities end	Move to food area for birthday food	Vacate food area - party ends
PARTY 1	11.15am	11.30am	12.30pm	12.30pm	1.15pm
PARTY 2	1.30pm	1.45pm	2.45pm	2.45pm	3.30pm
PARTY 3	3.45pm	4.00pm	5.00pm	5.00pm	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 (unless there are any specific food intolerances/dietary requirements provided for specific party attendees).

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 or when you confirm your food order at least 1 week before the party date.



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?

4 & 5 year old parties

- **Standard Party for up to 15 children includes hire of facilities with 2 Party Organisers - £165.00**
- **Larger Party for 16 - 25 children includes hire of facilities with 3 Party Organisers - £186.00**

Your party will take place in the Sports Hall. If you would prefer it to take place on the synthetic turf pitch (subject to the weather and your chosen party activity), a number of parents will need to remain with the children throughout to escort children to/from the toilet if/when required. A separate area will be provided for your party food.

6+ year old parties

- **Standard Party for up to 20 children includes hire of facilities with 2 Party Organisers - £165.00**
- **Larger Party for 21 - 30 children includes hire of facilities with 3 Party Organisers - £186.00**

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.

Facility & Party Organiser fees are required at the time of booking to secure your date.

Food per child - £5.50

As outlined above, you should choose either a hot or cold meal option for all of the children. Catering and any food intolerances/dietary requirements should be confirmed and paid for by the Monday before the party day.

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 an email to sportsreception@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 children permitted as follows:
 - a. Children aged 4 & 5 years
Standard party with 2 Party Organisers will allow a maximum of 15 children
Larger party with 3 Party Organisers will permit a maximum of 25 children
 - b. Children aged 6+ years
Standard party with 2 Party Organisers will allow a maximum of 20 children
 - c. *Larger party with 3 Party Organisers will permit a maximum of 30 children*
2. The child having the party must be a member at the time of the party. Non-members guests are allowed.
3. All parties must be booked least 2 weeks in advance to ensure the availability of Party Organisers.
4. We can only offer parties for children aged 4 to 12 years.
5. Final numbers for catering are required in writing by email by the Monday before the party date. The final numbers given will be what you are charged for on your catering bill.
6. Facility hire & Party Organiser fees (£165 or £186) are required to secure the booking. For cancellations made within 2 weeks of the party date, the Facility hire and Party Organiser fees are non-refundable.
7. Payment for all catering should be made by the Monday before the party takes place. To make payment, please contact reception on 020 8392 4360 and they will put you in touch with our Events Team.
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.
9. The timings for the party must be strictly adhered to and the food area vacated promptly to allow access for our cleaning team. Failure to comply with the timings outlined below will be treated as a breach of the Membership Rules and Regulations.

	Access to Food Area to set up	Party begins - activities start	Activities end	Move to food area for birthday food	Vacate food area - party ends
PARTY 1	11.15am	11.30am	12.30pm	12.30pm	1.15pm
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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: _____

AGE OF CHILDREN ATTENDING: MAINLY 4 & 5yrs MAINLY 6yrs +

DATE AND TIME OF PARTY: _____

CHOSEN PARTY ACTIVITY: _____

PARTY TYPE: STANDARD LARGER
Up to 15 4 & 5yrs or 20 6+yrs Up to 25 4 & 5yrs or up to 30 6+yrs

FOOD OPTIONS: _____

FOOD INTOLERANCES/DIETARY REQUIREMENTS: _____

PARENT SIGNATURE: _____ DATE: _____

- Facility hire and Party Organiser fees of £165.00/£186.00 required at time of booking. This can be paid by cash or credit/debit card.
- Payment of party catering should be by the Monday before the party date by calling 020 8392 4360 and you will be put through to one of the Events Team to take your payment.
- Please email sportsreception@bankofengland.co.uk if you require any further information.

Date Received:

Initials: