



PARTY BOOKING FORM

Please fill in and return with your deposit to:
re:create, Town Hall, 196 High Street, Berkhamsted, Herts HP4 3AP
Please make cheques payable to re:create

Contact Details

Name of organising person:

Address:

Contact number:

e-mail:

Party Details

Date:

Time (please circle as appropriate):

Friday	4 – 6 pm	5 – 7 pm	7.30 – 9.30 pm
Sat/ Sun	1 – 3 pm	4 – 6 pm	7.30 – 9.30 pm

Party type:

Whose party is it:

Their age (if a birthday party):

Numbers

Estimated number of children:

Age range:

How many adults:

Are you bringing food?

Yes No

Cost

A £50 deposit is required on booking with the balance payable on the day. Final chargeable attendee numbers to be confirmed 48 hours in advance. Please make cheques payable to re:create.

FOR OFFICE USE ONLY

Form received	Yes	No	Deposit paid	Yes	No
Confirmation e-mailed?	Yes	No	Details on database?	Yes	No
Staff required?	Yes	No	Staff booked?	Yes	No
Staff name:					