



# PARTY BOOKING FORM

Once availability has been confirmed with our team, please return this form to motive8 as soon as possible to confirm your booking.

Customer Name:.....

Address:.....

.....Postcode:.....

Telephone:.....Email:.....

Date of Booking:.....Date of Party:.....

Age Range: (please tick) 4 to 6  7 to 11  Mix

Number of children: Boys  Girls

Venue Address:.....

Is this: (please tick) Own premises  Hired Venue  RUTC (see over for details)

Size of available outside space (for good weather):.....

Size of available indoor space (for bad weather):.....

Please tick one or a combination of the sports listed below that your child would like to play at their party.

- |                    |                          |                    |                          |
|--------------------|--------------------------|--------------------|--------------------------|
| Football           | <input type="checkbox"/> | Rounders/Baseball  | <input type="checkbox"/> |
| Tag Rugby          | <input type="checkbox"/> | Cheerleading/Dance | <input type="checkbox"/> |
| Basketball/Netball | <input type="checkbox"/> | Cricket            | <input type="checkbox"/> |
| Athletics          | <input type="checkbox"/> |                    |                          |

If your child has any special sporting interests, please list them here.....

# PARTY BOOKING FORM cont...

Additional extra's: Please enter quantity of each of the following you will require.

Invitations (30p each)	<input type="checkbox"/>	Certificates (80p each)	<input type="checkbox"/>
motive8 Duffle Bag (£3.00 each)	<input type="checkbox"/>	motive8 T-shirts (£8.50 each)	<input type="checkbox"/>
Medals (£1.50 each)	<input type="checkbox"/>		

Please complete if you wish to hire Richmond Upon Thames College (RUTC).  
 Facility hire costs are in addition to cost per head. Rates are per 90 minute party.

	Peak	Off Peak	
Half Hall	<input type="checkbox"/> £26.25	<input type="checkbox"/> £22.55	Peak is 5pm - 10pm Monday to Sunday. All other hours are classed as Off Peak.
Whole Hall	<input type="checkbox"/> £49.20	<input type="checkbox"/> £41.00	
Outdoor Pitches	<input type="checkbox"/> £42.00	<input type="checkbox"/> £42.00	

Any other requirements/medical info about children:.....  
 .....  
 .....

Signature:..... Date:.....



## **PARTY** INFORMATION SHEET

**motive8** children's parties are a great way to combine fun with physical activity! Our qualified coaches encourage children of all sporting ability to take part, ensuring they enjoy themselves at the same time as developing their sporting skills.

All **motive8** coaches are fully-qualified, CRB police-checked and have in-depth experience of working with young people. All our coaches work in local schools providing both curricular and out-of-hours sports provision to primary school children. Every coach is also a minimum level 2 qualified and highly experienced in their specific fields of interest.

Each **motive8** party will be attended by a minimum of 2 **motive8** coaches and can be adapted to two age groups: 4 to 6 year olds and 7 to 11 year olds. Parties combining both age ranges can be organised however certain activities are only suitable for older children and vice versa.

**motive8** can organise your party to include a variety of general fun games and activities: these include obstacle courses and time trials.

Alternatively, we can provide a party focused on special interest sports, such as football, rugby, basketball, tennis or cricket, for example, depending on your child's personal preference.

**motive8** will provide all equipment and music if required. Furthermore, at the end of the day, each child will receive either a Certificate of Achievement or a **motive8** medal.

We have teamed up with the Sports Centre at Richmond-upon-Thames College to provide a fantastic party venue. The centre has an excellent range of sports equipment and a huge indoor sports hall. Please ask for details.

Should you have any further queries or requirements, then please do not hesitate to contact a member of the **motive8** team on 0800 028 0198 or email [info@m8group.co.uk](mailto:info@m8group.co.uk).

Thank you!

# PARTY TERMS & CONDITIONS

## Minor Incident/Accident

In the event of your child being involved in a minor accident/incident, the party host will hold full responsibility for the treatment and welfare of the child/ren.

## Serious Incident/Accident

Should your child be involved in a major incident or require treatment, it is the responsibility of the party host to contact the parent/carer responsible for the child. If the incident is serious enough for the child to be hospitalised via the ambulance service, prior to the parents/carers arriving to redeem responsibility for the child, the party host must remain with them at all times, until the parent/carer can take over.

## Medication Procedures

Please make the party host aware of any medical condition your child has, along with any accompanying medication used to control symptoms. No medication will be administered by **motive8** staff – it is the responsibility of the child's parent/host to ensure the child receives their medication. Children may not administer their own medication unless written confirmation is given by a parent/guardian.

## Health and Safety

**motive8** aims to protect the health, safety and welfare of all individuals who attend the party. All accidents, incidents and dangerous occurrences are recorded. If a child is involved their parents/carers are informed by the party host. This is done by either contacting the parent/carer immediately or at the end of the day when they pick up their child depending on the severity of the incident.

## Sun Protection Policy

Many activities will take place outside. We recommend that you apply sun block to your child prior to arrival to the party. All children **must** bring hats to protect them from the sun.

## Child Protection

**motive8** acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all members. A child or young person is anyone under the age of 18 engaged in any sporting or extended schools activity. We follow the Sports UK child protection and best practice policy and procedures and furthermore endorse and adopt the policy statement contained in that document. Before they can coach, all our staff go through a through CRB check.

## Equal Opportunity

**motive8** recognises that children need to feel valued and be free from discrimination. We also recognise that children's attitudes towards others need to be established at a young age so they understand to treat each other as equal. We aim to help children learn about equality, fair-play and justice through their participation in the activities provided at the party.

## Complaints Procedure

This policy forms **motive8's** formal Complaints Procedure. Under normal circumstances, the Party Manager will be responsible for managing complaints. If a complaint is made against the Party Manager, the HR Manager at **motive8** will conduct the investigation. Please contact Aimee Weston on 0845 838 1888 for further details.

## Cancellations

**If you wish to cancel the booking or any part thereof you must notify us immediately in writing. Until written confirmation is received we will continue to hold your reservation. All cancellations will be acknowledged.**

Cancellations incur the following charges on the total booking value:

We do not charge if confirmation is received 72 hours before party starts.

If you do not make this time, a 15% admin charge will occur.