



Rebels Gameday Experience Party

Booking Request Form

CHILD DETAILS

Child's Name:		Child's Surname:	
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date Of Birth:	
Name of Child's School:			
Age of Child on Birthday:			
Child Medical Conditions:			

PARENTS/GUARDIAN/HIRER DETAILS

First Name:		Surname:	
Address and Post Code:			
Telephone Home:		Mobile:	
E-mail Address:		Booking Type: Are you a:	<input type="checkbox"/> Student <input type="checkbox"/> Staff <input type="checkbox"/> Public
Student/Staff PRID: (if known)			

PARTY DETAILS

Preferred Party Fixture:		Preferred Team:	
2 nd Preferred Party Fixture:		2 nd Preferred Team:	
Expected Number of Children:			
Do you have any special requirements or medical conditions?			

REBELS GAMEDAY EXPERIENCE PARTY PACKAGES

Y/N	£	Package	Y/N	£	Package
<input type="checkbox"/>	£150	Centurion Package	<input type="checkbox"/>	£225	Emperor Package
Party Extras – If you require any party extras, please contact sportsdevelopment@essex.ac.uk to discuss further. Additional participants can be added for £5pp					
		Total Party Package Cost:			

OFFICE USE ONLY					
Party Booking Form Date Received:		By Who:		Date Party Confirmed :	
				By Who:	
Payment Received: £		Date Paid On:		Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card <input type="checkbox"/> By Who:	
Date Party Invitations Sent on:		By Who:			



MARKETING

Essex Sport would like to promote its children activity sport offering and encourage others to use our services. We would like to take photographs of the activities we offer and publish them in the form of posters/flyers and on social media such as Facebook/Twitter/Instagram. Please let us know if you agree for the images of your child to be taken and processed for the purpose described above. The images will be stored and processed for the period of 12 months and then permanently destroyed.

PHOTOGRAPH PERMISSION		Yes	No
I give permission for my child to be included in promotional photographs		<input type="checkbox"/>	<input type="checkbox"/>
Essex Sport would like to keep you updated with information about our courses, timetable updates and other news. Please tick the following boxes to confirm that you would like to receive information about Essex Sport.			
<input type="checkbox"/> Phone	<input type="checkbox"/> Mail	<input type="checkbox"/> E-mail	<input type="checkbox"/> Text

HOW DID YOU HEAR ABOUT US

<input type="checkbox"/> Member Recommendation	<input type="checkbox"/> Word of mouth	<input type="checkbox"/> Referral from School	<input type="checkbox"/> Online - University Website	<input type="checkbox"/> E-mail campaign
<input type="checkbox"/> Online – (Search engines)	<input type="checkbox"/> Social Media	<input type="checkbox"/> Advertising (Leaflets/Flier)	<input type="checkbox"/> Promotion (where):	<input type="checkbox"/> Other
(please state) _____				

DATA PROTECTION

You and your child’s information will be used for the variety of purposes as described below. This information will not be used to make automated decisions about you.

Essex Sport is committed to protection of your rights and privacy in line with the General Data Protection Regulation (GDPR) 25 May 2018. We acknowledge that parties are run by Essex Sport, which is part of UECS, a wholly owned subsidiary of the University of Essex. The University is registered as a data controller under GDPR, including sensitive personal data under DPA, and ‘special categories of data’ under the GDPR (“Personal Data”), provided on this form may be processed by Essex Sport for the following purposes: processing of your application, administration of children activities, record-keeping and compilation of statistics. Information produced for statistical purposes will be anonymised and will not identify you or the child as an individual. Our legal basis for processing the information you provide is contract and consent. All data is stored on the University network and will be held for no longer than 12 months. We may disclose certain information to ambulance/police/social services in the case of a safeguarding issue or emergency.

If you have any questions about how University of Essex processes your personal data you can contact the University’s Data Protection Officer at dpo@essex.ac.uk. The University of Essex Data Protection Policy is available at <https://www.essex.ac.uk/disclaimer/website-privacy-and-cookies-policy>

PARENT/GUARDIAN SIGNATURE

With my signature below, I acknowledge that I have read the Terms and Conditions (next page of this form), understand them and agree to abide by them. I give permission for my child to participate in the activities I subsequently book. I confirm that the above information is correct, and if any details change I will inform Essex Sport at the earliest opportunity at scrept@essex.ac.uk.

Parent/Guardian/Hirer Name:	
Signature:	
Date:	



TERMS AND CONDITIONS

1.0 Bookings & Payment

- 1.1 Responsibility for the details of the bookings and for payments lies with the parent/guardian hirer making the booking
- 1.2 All party bookings are subject to availability of dates and coaches and we will do our best to accommodate your booking. If your preferred date and time is unavailable, we will contact you with alternative options.
- 1.3 Acceptance of our Terms & Conditions means that you are liable for full payment of the booking. You will not receive a refund or credit for any part of your payment under any circumstances, unless you meet our cancellation/refund policy below.
- 1.4 Full payment is regarded as acceptance of our booking terms and conditions.
- 1.5 Party booking request forms do not guarantee your requested date/time. The agreement shall only come into effect from the date of issue of a confirmation letter by Essex Sport and once full payment has been made.
- 1.6 Payment for the party must be paid in full within 7 days of receiving your e-mail confirmation.

2.0 Cancellations and Refund

- 2.1 All payments made are non-refundable. We will only accept cancellations 14 days before the party is due to start which must be a written e-mail or letter.
- 2.2 We cannot offer refunds or credit for any part of your payment under any circumstances once you the booking has passed the 14 day cancellation period
- 2.3 In exceptional circumstances, we may offer refunds due to severe ill health or injury at the Sports Development Manager's discretion. An official medical note from a medically qualified practitioner will be requested.
- 2.4 It may be necessary to cancel the party, for reasons beyond our control such as severe weather or safety concerns. Where possible, advanced notice will be given through e-mail and an alternative date, credit or voucher may be offered if we are unable to fulfil the party.
- 2.5 We reserve the right to cancel the party booking at any time. In the unlikely event this happens, we will give notice to the hirer and fees paid will be refunded or alternative dates may be offered when available. We will endeavour to give you 14 days' notice if we are unable to host your Party.
- 2.6 We reserve the right to refuse acceptance of any booking request for a children party package.

3.0 Supervision, Timings and Delivery

- 3.1 All booking 'start' and 'finish' times quoted in the e-mail confirmation will include the time required to set up and dismantle any necessary equipment for the party, as well as access times to our party room.
- 3.2 The hirer must ensure that at least one parent/guardian associated with the party must remain on the premise at all times during the party. The parent/ guardian is also responsible for the safe return of every child to the correct parent/ guardian at the end of the party.
- 3.3 Where we do provide a 'party instructor' or 'party host', Essex Sport staff are only responsible for the children during the agreed time of sporting/gameday activity in the e-mail confirmation. Children will not be supervised during the serving of food in the party room, or at any other time that they happen to be within the Sports Facilities. Adult supervision provided by the hirer is expected of the group during all other periods.
- 3.4 The hirer is responsible for providing Essex Sport staff with a number of children attending as well as medical/dietary information for all of the children attending the party. The final numbers must be confirmed no later than 7 days before the party date along with any dietary/medical information we require.
- 3.5 We recommend that children arrive changed and ready for their chosen activity. Essex Sport will not be responsible for child supervision if using our changing facilities or going for toilet breaks during the activity.

4.0 Equipment and Party Room

- 4.1 Essex Sport will provide all equipment necessary for the booking.
- 4.2 The booker may request any additional equipment 7 days in advance of the party date. Essex Sport reserves the right to refuse any equipment (Tea lights, sparklers, incense, candles are not permitted on the premises).
- 4.3 Electrical equipment will not be permitted due to Health and Safety legislation. Essex Sport has music systems and party music which can be borrowed if requested at the booking stage.
- 4.4 The setting up of party decorations will be the responsibility of the parent/guardian who made the booking and be confirmed in liaison with Essex Sport staff in the booking stage. Birthday decorations can go in the party room, but are not permitted in our sports halls because of the turnaround time between events.
- 4.5 Plates and cutlery are not provided, so you will need to bring these with you on the day if desired.
- 4.6 The hirer will be expected to clear the premises of all litter and waste created due to the party. Bins will be provided by Essex Sport staff and taken away at the end.



5.0 Food and Catering

- 5.1 Essex Sport Parties do not include food, except Essex Rebels Matchday parties which offers catering options through our partner, Essex Food. If the hirer wishes to use an external caterer or bring food or drink which has been prepared by them onto Essex Sport premises, the University will accept no liability to the hirer for any damages, costs, losses, claims, expenses, demands and proceedings whatsoever, howsoever arising whether in contact, tort or otherwise, arising directly or indirectly, out of or in the course of or connection with the caterer or the caterer's provision of any goods and services to the hirer.
- 5.2 No alcohol is to be brought in or consumed on Essex Sport premises.
- 5.3 The hirer must clean up the food area before the end time of their booking.

6.0 Behaviour & Conduct

- 6.1 Fighting, stealing, swearing, discrimination, bullying or any abusive behaviour towards staff or fellow attendees will not be tolerated and will always be challenged by Essex Sport staff. This will result in immediate expulsion (non-refundable) and exclusion from future activities.

7.0 Clothing & Personal Items

- 7.1 As this is a sports based session, any person not in correct clothing will not be allowed to take part (e.g. tracksuit bottoms, trainers/plimsolls etc.). Jeans and shoes are not permitted.
- 7.2 Essex Sport will not accept any liability for the loss or damage of any personal items brought to the centre.

8.0 Health and Safety

- 8.1 A qualified first aider is on site at all times during Sports Centre opening times.
- 8.2 In the case of emergency, the first aider will take appropriate action. By agreeing to these terms and conditions you are giving us permission for us to seek medical advice and/or treatment in an emergency.
- 8.3 It is accepted that when taking part in sports there may be injuries. The Sports Centre will be sure to take the appropriate steps and measures to make activities safe, but, this is sometimes beyond our control.
- 8.4 Essex Sport is an active operation and because of this we ask all photography to be restricted to the areas of where the party booking. We also ask you to not include other persons or groups in any photos

9.0 Car Parking

- 9.1 Car parking is available at the University of Essex. The nearest car park to the Sports Centre is car park B or the multi-decked car park via entrance 2. Please see map below:
- 9.2 http://www.essex.ac.uk/about/colchester/documents/colchester_campus_map.pdf
- 9.3 Parking charges only apply between 0930-1630 Monday-Friday and are free at weekends.
- 9.4 Hire fees do not include parking charges at the University of Essex.