



GENERAL INFORMATION

A typical birthday party lasts for two hours with A-Star Sports games and activities taking up the first 1.5 hours and party food the last 30 minutes. For the most part the games that we play are what we describe as 'playground games', often using balls, hoops, bean bags, tag belts and lots of other colourful equipment depending on the age of the group. Ideally the number of children at the party would be a minimum of 12 through to around 30, though this can be restricted or slightly more flexible depending on the size and style of the venue. We're more than happy to advise on this and have done many parties with less than 12 and more than 30 children, venue size and party content permitting. **Please note** that parties of more than 35 children (subject to agreement on a suitable venue and party content), may require an additional coach to be present*.

A sample schedule might look like:

- (2.30pm** We usually arrive a little early to bring in the equipment and help set up the venue ready for the games.)
- 3.00pm** Children arrive / freeplay with balls as we get to know the children's names and characters.
- 3.10pm** Everyone gets together on the 'start line', we explain to the children what to expect (lots of exciting games!), and then we get started with the fun..
- 3.50pm** Quick drinks break to re-fuel.
- 3.55pm** Play more games!
- 4.25pm** Thank yous and high fives.
- 4.30pm** Over to the party food.(we do stay during this time to pack the equipment away safely and help with any further organisation if you need us e.g. rallying the troops to sing Happy Birthday and lining up for party bags etc.)
- 5.00pm** Finish

This sample schedule is by no means rigid and we can be flexible around morning and afternoon starts, the needs of the children, the weather (some venues can get rather warm!), and if you have chosen a sports themed party (e.g. basketball, hockey, dodgeball etc for children aged 7+ years). N.B. During term-time parties are restricted to weekends due to busy coaching schedules.

Usually, the venue itself is booked separately by the family hosting the party but if you need advice on this or ideas of local venues, then we would be more than happy to help. Half-time drinks, the party food and party bags etc. are also supplied separately by the host family. And it's usually good to advise parents that, where possible, children should wear something that they are comfortable running around in.

The current cost of a party is £115 (with a reduced fee of £100 for children who attend our regular weekly coaching classes). For distances travelled above a round trip of 60 miles, the excess mileage is charged at 45p per mile (from our base at CH65 9JG).

**Should an additional coach be required and available for larger parties then £50 will be added to the basic party fee, making the cost of a party £165 (with a reduced fee of £150 for children who attend our regular weekly coaching classes) plus any travel expenses incurred over and above a round trip of 60 miles as detailed above. In cases where the party has been booked for less than 35 children but the booking then changes to more than 35 children, we reserve the right to increase the party fee as above but only when an additional coach is required and available and the venue acceptable to accommodate the increase. If a venue is deemed unsuitable for any last minute change to larger numbers, we reserve the right to advise a reduction in the number of children attending the party or a change of venue to accommodate larger numbers safely.*

If you have any further questions about the format or would like to check our availability and book a party, please drop us a line via e-mail or give us a call (07581 617725). For bookings, we always send out a booking form to formalise the dates/times, and payment can be made in advance when you return the booking form to us or on the day of the party.

A-STAR SPORTS PARTY BOOKING FORM

Please fill out in block capitals and return to your A-Star Sports coach

Booking information	
Child's name:	
D.O.B:	
Parent / guardian's name:	
Address:	
	Postcode:
Tel (home):	
Tel (mobile):	
E-mail:	
Venue for party:	<i>We can help with venues if you need advice.</i>
	Postcode:
Date of party:	
Time of party:	
Expected number of children:	
Do you require party invitations?	<i>yes / no (delete as appropriate) If yes, how many invitations do you require? Alternatively, invitations can be downloaded for printing from our website at: http://www.a-starsports.co.uk/our-programme/parties/</i>
<p>We would like to keep in touch via e-mail. If you <u>WOULD LIKE</u> to receive information about classes, parties, events, holiday clubs and special offers, please tick here [<input type="checkbox"/>].*</p>	
How did you hear about us?	
Terms and conditions	
Please read our full terms and conditions on the back of this form.	
I have read and accept these terms and conditions.	
Parent / guardian signature:	Date:
Please return completed form to: chester@a-starsports.co.uk or Gary Yates, 1 Skye Close, Stanney Oaks, Ellesmere Port, CH65 9JG	

Terms and conditions

Parties

- Customers are responsible for the invited children at all times and are advised to keep a record of personal details and parent / guardian contact number(s) for each child. A-Star Sports can provide a form for you to use on request.
- Children should be appropriately dressed for running around, particularly with their 'fast shoes' on!
- Customers must inform their coach of any health issues that may be relevant prior to the start of a party.
- Customers must follow health and safety procedures as advised to them by their coach.
- All coaches hold up-to-date first aid certificates and are fully DBS / PVG (Scotland only) checked.
- Customers accept that at times there will be physical contact between the coach and the children in a professional, caring manner.
- Coaches make every effort to avoid injury during parties. In the event an injury should occur, coaches will administer appropriate first aid to children as required.
- Customers are solely responsible for the use of photography / video and its required permission(s).
- Smoking is strictly forbidden in all coaching / party venues.

Fees / refunds / notice period

- Full payment can be made before or on the day of the party; bookings will be confirmed on receipt of a booking form. Cheques can be made payable to A-Star Sports. Payment can also be made via bank transfer. Our bank details for direct or internet payment are as follows:

HSBC

Sort code **40 20 20**

Account No **81578456**

Please include a recognisable reference e.g. made up of your child's surname, initial and 'party' = Smith A. – party.

- For distances travelled above a round trip of 60 miles, the excess mileage is charged at 45p per mile (from our base at CH65 9JG).
- Party fee does not include the cost of hall hire, food / drink or party bags.
- Should an additional coach be required and available for larger parties then £50 will be added to the basic party fee, making the cost of a party £165 (with a reduced fee of £150 for children who attend our regular weekly coaching classes) plus any travel expenses incurred over and above a round trip of 60 miles as detailed above. In cases where the party has been booked for less than 35 children but the booking then changes to more than 35 children, we reserve the right to increase the party fee as above but only when an additional coach is required and available and the venue acceptable to accommodate the increase. If a venue is deemed unsuitable for any last minute change to larger numbers, we reserve the right to advise a reduction in the number of children attending the party or a change of venue to accommodate larger numbers safely.
- A full refund will be given if written cancellation is received within two weeks of the party date.
- If a customer's cheque is returned from the bank unpaid, a £10 administration charge may be applied.

Staff training

- We place great importance on high quality training of new coaches and franchise owners. Occasionally, those undergoing training may accompany our qualified and experienced coaches.

All customers are expected to abide by the terms and conditions set out above.

Feedback

Our coaches regularly survey customers to ensure that they are very happy and satisfied with the service provided and can support us in positive developments for the future.

Should any issues arise, please speak to the local franchise owner / coach where appropriate in the first instance.