**How to book: Please complete and return the booking form to info@vauxhallcityfarm.org upon acknowledgment of receipt by the office please call 020 7582 4204 to pay the deposit, this will secure the booking. Please Note: Your final requirements and full payment must be received no later than 14 days prior to the event. Cancellations received in writing less than 14 days prior to your event will not be refunded. We do not allow external catering onsite.**

**Birthday Party**

**Booking Form/IRF**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Contact Information:** | | | | |
| **Parent/Carer/Customer Name:** |  | | | |
| **Address including post code:** |  | | | |
|  | | | |
|  | | | |
| **Telephone No:** |  | | | |
| **Email address for invoice/billing:** |  | | | |
| **Requested date and time for party:** | **Date:** | | **Time:** | |
| **Name of birthday child:** |  | | **Age:** | |
| **Age range of children:** |  | **Number of attendees:** | **Children:** | **Adults:** |
| **VIP Meet the Animals Experience required (£8.50 per child): Yes / No** | | |

|  |  |  |
| --- | --- | --- |
| **Catering Options: Please confirm details a minimum of 14 days prior to the event.** | | |
| **Children:**  **Lunch box (included in package)**  ***\*please enquire for any dietary requirements*** | **Quantity:** | |
| **Ham** |  |
| **Cheese** |  |
| **Egg Mayonnaise** |  |
| **Tuna** |  |
|  |  |
|  | | |
| **Adults:** | **Quantity:** | |
| **Hot drinks station *(£3.50 per head)*** |  | |
| **Hot drinks station plus *(£4.00 per head)*** |  | |
| **Breakfast pastries *(£3.00 per head)*** |  | |
| **Other catering option *(please specify)*:** |  | |
|  | | |
| **Desserts:**  **Ice cream tubs - £2.00 pp** | **Quantity:** | |
|  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Allergens, dietary needs or support needs:** | | | | | |
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| **INVOICE DETAILS TO BE COMPLETED BY THE OFFICE** | | | | | |
| **Date requested:** | | | | **Requested by:** | |
| **Description** | | **Category**  **Dept Programme** | | **VAT**  **(+ or n/a)** | **Amount**  **£** |
| **Deposit due immediately to secure booking** | |  |  |  |  |
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| **PAYMENT TERMS** |  |  |  |  |  |
| **TOTAL** | |  |  |  |  |