



PARTY BOOKING FORM

Please submit this form via email, or fax to Rachel Davies:
Tel: 2559 – 4855 Fax: 2559-7162 Email to: rachel@woodlandschools.com
Party website: <http://www.woodlandschools.com/parties/>

Date of Party: _____ Time: _____ School: _____

Child's name: _____ Parent/ Guardian's Name: _____

Tel: _____

Email: _____

Does your child attend a Woodland School?

If YES, please state which school: _____

Deposit enclosed for venue hire: **\$1,000***

Cash / Cheque No: _____

Payment enclosed for venue hire:

- \$3,500** for The Woodland Montessori Academy (Mid-Levels), The Woodland Beachside Pre-School (Repulse Bay)
 \$2,500 for all other Woodland schools

Cash / Cheque No: _____

Payment: Please make 2 separate cheques – one for deposit and one for venue hire.

Payable to "The Woodland Group of Schools Limited" with your child's full name on the back.

NOTE: The companies listed below will invoice you direct once details have been finalized.

Entertainment Options Available:

- Kids in Motion
 Party Time

Other Options Available:

- Toys Club
 Bouncy Kids

Catering Options Available:

- Shamrock Catering Group

Signed: _____

Date: _____

Parent/ Guardian

Payment Policy:

1. To guarantee your booking, full payment must be received **within 4 days** of receiving your enquiry
2. If you are paying by cheque, please pay the deposit separately.
Cheques to be made payable to The Woodland Group of Schools Ltd
3. Payment should be mailed to our Head Office directly or dropped off at one of our schools.
Head Office Address: Suite 2405, Universal Trade Centre. 3-5A Arbuthnot Road. Central

Cancellation Policy:

*A minimum of 14 days notice is required to receive a full refund.