



# BIRTHDAY PARTY TERMS & CONDITIONS

- The Shrewsbury Town Foundation does not provide supervision for unsupervised birthday party sessions.
- The booking parent/guardian is fully responsible for the care, supervision, behaviour, and safety of all children attending the session.
- The Shrewsbury Town Foundation and its staff accept no responsibility or liability for any injuries, accidents, first aid, or medical incidents that occur during the session.
- Unsupervised party bookings are only available for children aged 4-12. By booking, you confirm that all attending children meet this requirement.
- The Shrewsbury Town Foundation is not responsible for any missing, lost, or stolen items during the party.
- The booking parent/guardian is responsible for any damage to the premises, equipment, or facilities caused by party guests during the hire period.
- Smithy's Bar area is strictly off-limits during party hire.
- No alcohol, smoking, or vaping is permitted anywhere on site.
- All party props and equipment provided must be returned by the end of the 2-hour time slot. Additional charges may apply for late return or damage.
- It is the responsibility of the booking parent/guardian to ensure that any medical conditions, allergies, or special needs of attending children are known and appropriately managed during the party.
- The booking parent/guardian is responsible for ensuring that all children and attendees behave in a safe, respectful, and appropriate manner.
- The Foundation reserves the right to terminate the session early if behaviour is deemed dangerous or disruptive.
- All party bookings must be made and paid for in full at least 14 days in advance of the party date.
- Bookings are only confirmed once full payment has been received.

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- More than 14 days before the event: Full refund or option to reschedule (subject to availability).
- 7–14 days before the event: 50% refund or one-time reschedule (subject to availability).
- Less than 7 days before the event: No refund. Rescheduling may be offered at the discretion of the Foundation, subject to availability.
- No-shows or failure to attend: No refund or reschedule offered.
- All cancellation or reschedule requests must be made in writing via email to [charlotte.monk@foundationstfc.co.uk](mailto:charlotte.monk@foundationstfc.co.uk) at least 24 hours before the arranged date and time.

The Shrewsbury Town Foundation is not responsible for any missing/lost/stolen items. This session is strictly party hire and will not be supervised by a member of staff, therefore the Shrewsbury Town Foundation are not responsible for any injuries/first aid/medical that occurs. The Shrewsbury Town Foundation will not be supervising children, this event is strictly party hire. Smithy's bar area is strictly forbidden to be used and no alcohol is to be consumed on site. No smoking or vaping on site. Party props and equipment are to be returned by the end of the 2-hour slot.

All parties must be booked 2 weeks ahead of the session and paid for in full 2 weeks ahead of the session.

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<b>Document Type:</b>	Birthday Party T & C's
<b>Board review and agreement:</b>	Dec 2025
<b>Next review date:</b>	Dec 2026