



verve

CAFE & JUICE BAR

Party Booking Form



GREATER SHEPPARTON

Contact Details

Contact Person: _____

Postal Address: _____

Phone Number: _____ Mobile Number: _____

Email Address: _____

Please Note: Receipt of this form DOES NOT imply confirmation of the booking. The booking will be confirmed by correspondence with an appropriate Verve Cafe staff member.

Birthday Party/Gecko Party Details

Day: _____ Date: _____ Time of Party: _____

Name of Birthday Child: _____ Age Turning: _____

Number of Guests: _____

Average Age of Guests: _____

Catering Option (please tick)

Package 1: Cost \$ 9.00 per person

Package 2: Cost \$11.00 per person

Package 3: Cost \$14.00 per person

Package 4: Cost \$16.00 per person

Deposit to confirm booking

\$20 Deposit paid?

(Deposit will only be reimbursed if 24 hours notice is given of cancellation).

Signature of Person Making Booking

Date

VERVE CAFE

Address: Locked Bag 1000, Shepparton, Australia 3632

Ph: (03) 5832 9414

Guest List

1 _____	11 _____
2 _____	12 _____
3 _____	13 _____
4 _____	14 _____
5 _____	15 _____
6 _____	16 _____
7 _____	17 _____
8 _____	18 _____
9 _____	19 _____
10 _____	20 _____

Booking Check List

(The following needs to be completed by the staff member taking the booking)

Information for Parent/Person making booking.

Are there any guests who have special dietary requirements? Yes No

The below checklist is not required for Active Aquamoves Kids parties.

Has the person making the booking been advised of:

- Centre operating hours. Yes No
- Swim lesson times that may affect the booking. Yes No
- Water feature times. Yes No
- Adult supervision requirements as per Watch Around Water Yes No
(please explain WAW to them)

One adult needs to be in the water within arm's reach for every four children under the age of 5 years
One adult needs to be actively supervising for every four children under the age of 10.

Have you checked available pool space with the Aquatic Team Leader before confirming the party booking? Yes No

Has the person been called to inform them that the booking has been confirmed by café staff? Yes No

Office Use Only: Confirmation

By Whom: _____ Date: _____

VERVE CAFE

Address: Locked Bag 1000, Shepparton, Australia 3632
Ph: (03) 5832 9414