



TABLE TENNIS BIRTHDAY PARTIES



A Table Tennis Party features 1 hour of Table Tennis Fun and the availability of add on time for refreshments and party games. The table tennis party includes organised play using game based skills and drills and matches with a trophy for the winner and much more. The activities are led by the Southend Table Tennis Academy qualified coaches to make sure that the children have fun in a safe environment.

Refreshments are the responsibility of the party giver.

Our table tennis parties are for all children aged 7 and over.

Please note that due to our extensive training timetable all parties are held on Saturday afternoons and Sundays only.

Your time will be led and supervised by our qualified coaches and we provide one coach for every 8 children;

Southend Table Tennis Academy Birthday Parties Prices (September 2017)

Number of Children	1 Hour TT led session	Party games 30mins	Refreshments* / Party music dance space 30mins
Up to 8	£120.00	£50.00	£50.00
Up to 16	£140.00	£55.00	£55.00
Up to 24	£160.00	£60.00	£60.00

- **Refreshments are the responsibility of the party provider. We have local McDonald's, Domino's pizza and Waitrose entertainment.**

Deposit for Birthday Party Booking

A £50.00 deposit is required to secure your birthday party. This is required at time of booking.

Outstanding balance for Birthday Party:

Please note: once you book your party and pay your £50.00 deposit, the balance will have to be paid at least 7 days prior to the party date. If for any reason you cancel the party less than 48hrs before the party date, this will be non-refundable due to facility and staff costs. If the booking is cancelled within 48hrs prior to the date of the party slot then a 50% refund will be offered.

Ways of Payment:

BACS –
HSBC
Energize Essex Limited
Sort code: 40-42-27
Account: 02289172
Please use your child's name for the reference.

You can use PAYPAL to admin@energizeessex.co.uk

To make your party experience as safe and enjoyable as possible for all your guests and to comply with all the Health & Safety requirements we ask you to please read these notes and bear them in mind whilst preparing for as well as during your party. As Alleyn Court Sports Hall is used for Sports Sessions only, shoes with dark soles are not permitted. Adults are advised to bring trainers, slippers or flip flops to wear in the sports hall as high heels will not be allowed.

1. Please do not arrive any more than 15 minutes before your party is due to start. We need time to allow time for the coaches to set up equipment safely and to complete our risk assessments. There is extensive parking on site.
2. Our staff will announce the safety instructions at the beginning of each party. We ask that you assist us by ensuring that all participants follow these rules for their own and everyone else's safety. These instructions apply to adults as well as children. You will be asked to sign a register to acknowledge that this has been done to your satisfaction. Parents are welcome to participate, but are asked to be very careful when on the equipment with children and to comply with numbers 3, 4, 5 and 6 below.
3. Your participants will need to be in suitable sports clothing.
4. For reasons of safety, jewellery must not be worn. Stud earrings are allowed, but all other jewellery, watches, and badges must be removed. This rule applies to children and adults alike, and includes belly button, tongue, eyebrow and other body piercings.
5. Pockets of participants will need to be emptied otherwise the contents may fall out whilst playing or may break. We hold no responsibility for lost or broken items.
6. Long hair must be tied back. Again this is for safety reasons.

7. No food or drink (other than water or juice) is permitted in the main hall especially not chewing gum whilst the table tennis session is taking place.
8. The school is a very strict NO SMOKING zone including vapes.
9. For lighting and blowing out birthday cake candles, please exercise all due caution, our staff will advise or assist if you wish. Please ensure you bring means to light the candles safely.
10. Please also advise your guests that as this is an 'Activity Party' they should dress appropriately. Party dresses are not recommended, jeans and sports don't mix as they have been known to split, and belt buckles can get caught on the equipment. Tracksuits, joggers or similar is best, but most loose fitting casual wear will do.
11. Enclosed with these notes is a register. This is for your own use. It will help you to check that everyone who is expected has arrived and is collected afterwards. Please complete it, including emergency contact numbers, and bring it with you – hopefully you won't need it other than to count heads as we take great care to minimise all risks. However, parents are sometimes late returning for their children after a party and may need to be contacted.
12. It is common for the host to receive a number of gifts on the day. To take these home we are happy to supply a bin liner or two.
13. We do not have table and chair facilities in the sports hall. We find with the music on and a dance space that the children sitting on blankets works well and is easier for clear up after and means children can easily switch where and who they sit with. Benches can be used for parents to sit on that stay to watch but are limited.
14. We have a number of music playlists for showing during the refreshments. However, if you wish to bring your own ipod or electronic device to play, please feel free. Please ensure music is appropriate for all guests and doesn't contain swearing.
15. We are finding that there are now 2 basic party formats. 1. The traditional party with a defined food and drinks break of 30minutes. 2. The same as 1. above but with a shorter pit stop break of only 5 minutes within an hour session. We are happy to accommodate either of these formats, just let the staff know what you would like.
16. Food and Drink! You will know what type of food your guests are likely to want, however here are some ideas that have worked well for previous party organisers. They are provided as ideas – if you have your own method, please do not feel obliged to go with any of those outlined below.

McDonalds – 5minutes away in Southchurch, Eastern Avenue

Waitrose entertaining for sandwiches, crisps, crudites and cakes

Domino's pizza – Shoeburyness

17. As we are now required by law to recycle waste, please assist us by using the individual bins provided. If you are providing food, we suggest you only provide a snack or very light meal.

18. There aren't accessible fridge and freezers available so for these reasons most people like to be organised with individual cake boxes or individual food boxes containing one of everything for each guest which they prepare beforehand. (Costco & Makro both sell these at very reasonable prices). Cocktail sticks are not advisable as guests will be in bare feet. Drinks Individual 'Calypso' type cups, cartons or plastic bottles of water or fruit shoots are best. They may be slightly more expensive than big bottles poured into cups, but they are much less likely to be spilled causing waste and mess.

DETAILS OF EVENT APPLICANT ORGANISER'S NAME:

(The person who booked the event / party)

ORGANISER'S ADDRESS:

NATURE OF EVENT:

Birthday Party _____ (Or if other event please specify)

DATE OF EVENT

VENUE OF EVENT: Alleyn Court Prep School, Wakering Road, Southend on Sea, ESSEX

TYPE OF EQUIPMENT WANTING TO BRING:

e.g., camera, camcorder, camera phone, ipod, disco lights, other provider's bouncy castles, music player etc

VERIFICATION OF OTHER PHOTOGRAPHIC EQUIPMENT USER'S DETAILS

USER'S NAME:

(If other than the organiser)

ADDRESS:

AUTHORISER'S NAME:

(The event/party organiser as above).

By sending the deposit for your party you are agreeing to all of the rules, terms and conditions in this party pack.

THIS FORM IS PROVIDED TO ALLOW YOU TO TAKE A NOTE OF YOUR GUESTS DETAILS. PLEASE BRING IT WITH YOU TO YOUR PARTY JUST IN CASE A PARENT IS LATE COLLECTING OR A CHILD IS ILL / INJURED. YOU ARE ADVISED TO DESTROY IT IMMEDIATELY AFTER USE.

DAY / DATE OF PARTY - _____ / ____ TIME - _____ - _____

No Expected-- _____

	Name	Age	Parent Name	Mobile Number	Dietary / Medical	In / Out
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Information to go on party invitations:

What should your child wear to a table tennis party?

Sports clothing. Hair tied back. No jewellery, no denim, skirts/dresses or buckles And of course a big smile 😊

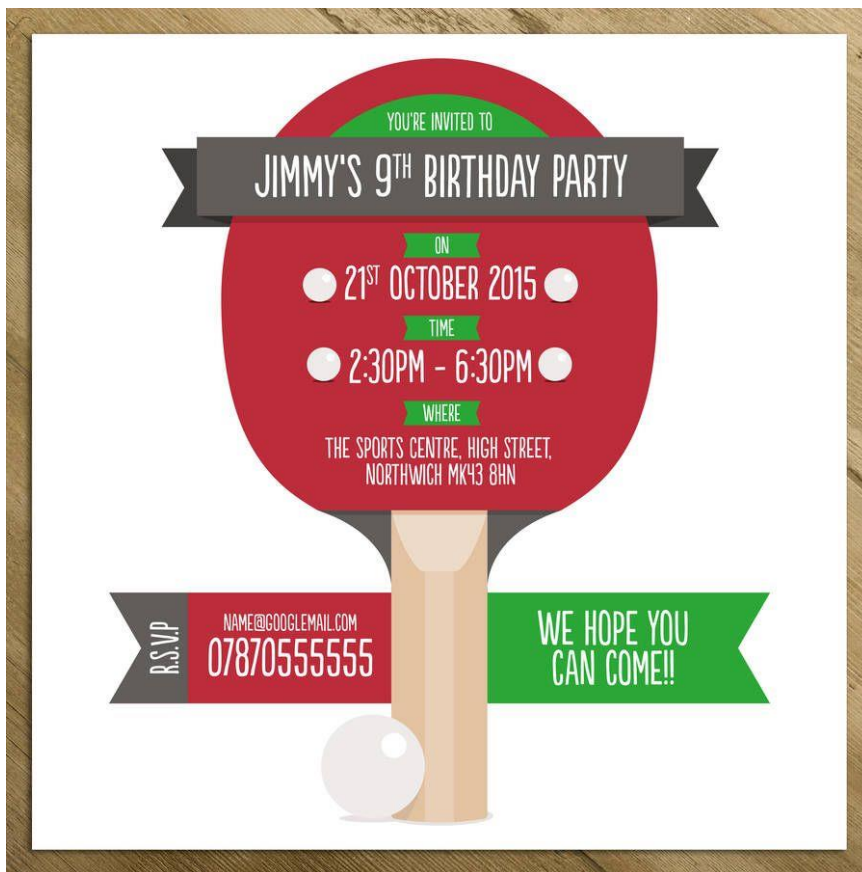
What do the parents do?

Parents are welcome to watch the lesson or be of help to children who need additional assistance. It is advised if taking photos of the children participating to ask permission from their parent/guardian.

Venue:

Alleyn Court Preparatory School
 Wakering Road
 Southend-on-Sea
 Essex
 SS3 0PW

Example Party Invitations:



PLEASE DON'T LET
THESE BE THE LAST THINGS YOU
SEE

JACOB SMITH WITH FRIENDS

CONSTRUCTION, DESIGN &
PROJECT MANAGEMENT
SOLUTIONS

100%
LOCAL
BUSINESS

