



HERTFORD MUSEUM

Inspiring Generations

Kid's Parties Booking Form

CONTACT DETAILS

Booking name: _____ Booking date: _____
Telephone number: (1) _____ (2) _____
Email address: _____

FUNCTION DETAILS

Party date: _____ Birthday boy/girl name: _____ Age turning: _____
Starting time: _____ Finishing time: _____ Children ages: _____
Number of children: _____ Number of adults: _____
Number of party bags required: _____ Number of invitations required: _____

Party Theme

- | | |
|--|--|
| <input type="checkbox"/> Animals from Around the World | <input type="checkbox"/> Fossiltastic |
| <input type="checkbox"/> Digging and Dinos | <input type="checkbox"/> Museum Detectives |

Dietary requirements

Please state any known food allergies: _____

Any other comments / requirements:

PAYMENT DETAILS

Party Package charges for up to 15 children: _____ Additional children: _____
Party bags: _____ Cake: _____ Adult food: _____ Other: _____
TOTAL to pay: _____ Deposit: _____

Please pay by cheque to Hertford Museum or by electronic bank transfer using the booking name as reference.

Bank Details

HSBC short code 40 24 13
Account number 11170023

Booking Terms & Conditions

Guest Numbers & Payment

We require your final guest numbers no later than seven (7) working days prior to your function. Please note that, should there be a reduction after your final numbers are advised, refunds are not given.

Alternatively if you have additional guests after final numbers have been confirmed please contact the Museum immediately. If we are able to accommodate, a full payment is required at the time of making the increase. Payment of your function is based on the final numbers advised and is also required seven (7) working days prior to your function. Your £75 booking deposit is deducted from the final payment.

Alterations or Cancellation

In the unforeseeable circumstance where a function may need to be rescheduled or type of function altered, we require written notice. We will then approve whether this request can be made. Bookings need to be rescheduled within 6 weeks of the original booking date. In the unfortunate event of a cancellation prior to your final payment, we require written notice. Please note that your booking deposit is non refundable. If your final payment has been made no refunds will be made.

Supervision

Our Kids parties are facilitated by Hertford Museum staff, but you are required to provide all supervision and make the necessary arrangements for the safety and wellbeing of the children.

For all parties, the parent/guardian of the birthday child must be present on site for the duration of the party and readily available. In addition, following the NSPCC guidelines, we recommend the following adult/child ratios for visiting parties:

Pre Schools and Under 4	Foundation Stage & Key Stage 1	Key Stage 2 and above
1 : 4	1 : 6	1 : 10

Health and Safety in the museum and garden

Please be aware of the following Health and Safety guidelines whilst in the museum:

- Please ensure that an adult remains with any smaller break out group at all times. The supervision and discipline of your children remains your responsibility.
- Hertford Museum is a public building, which means that other visitors may be present at the time of your visit; we ask that all visitors are considerate to others.
- You are welcome to look around the museum and use its facilities during your visit. We ask that all parties take care when moving around the museum and garden. This

includes no running in or outside, and ensuring they do not tread on the bedding plants and shrubbery in the garden.

If requested, copies of the Hertford Museum and specific session risk assessments for your particular visit can be made available along with your booking forms.

Food Allergies

Please be aware that we are not responsible for any allergies, illness or reactions from any food served or prepared during a Kids Party on our premises. Each person booking a party is responsible for advising Hertford Museum on the Party Details Form provided of any food allergies that the party participants may have.

Parties involve consuming food prepared in the Museum premises and might contain a potentially allergenic foods.

Disclaimer

Hertford Museum accepts no responsibility for any loss or injury to persons or property as a result of participating in any of the Kids Parties. Any party participant with severe food allergies must consult with Hertford Museum member of staff both before and during any Party prior to consuming or handling any foods which may trigger an allergic reaction. Hertford Museum accepts no responsibility for lost property whatsoever. If any property has been left behind and found following a party by a member of our staff, we will advise you to organise the collection of your goods at a convenient time.

Damages

The client shall be liable for any damages sustained to any fittings, property or equipment of Hertford Museum. The client is solely responsible for their guests.

I _____ have read and accept the booking terms and conditions for Hertford Museum Kids Parties.

Signature _____ Date _____