

Birthday Party Terms and Conditions

1) A Standard Birthday Party Package Includes:

- Full use of the Carymoor Centre as a venue for 2 hours. The venue includes: the Octagon room (activity area); Wyvern room (dining area); Kitchen; separate sex and disabled toilets; car park, and accessible outdoor area.
- One and a half hours of activities lead by CET staff including games and/or crafts. Activities are suitable for children aged 4-11 years.
- A choice of three party themes:
 - **Wings 'n' things** : Lots of fluttery butterfly fun and games, indoors and out.
 - **Bug Bonanza**: Hunt for things that crawl, creep, lurk or leap and play bug-filled games.
 - **Make and Take**: Choose from a range of craft activities and get creative with natural and recycled materials.
- 30 minutes for birthday lunch/tea in decorated dining room, plus use of crockery, cutlery and kitchen including dishwasher.
- Party invitations (in digital format) upon receipt of a deposit.
- A party with minimal impact on the environment in accordance with our zero waste policy.

2) Optional charged extras:

- Catering service for a buffet birthday lunch (£5 per child).
- Bespoke birthday cake (from £30): choose from butterfly, bee or caterpillar.

3) Health and Safety:

3.1) Two members of CET staff will be on-site at all times during the party.

3.2) Access to the Carymoor Environmental Centre is via a controlled gate. At weekends CET staff will meet your party at this entrance prior to the party commencing. We will also attend the gate

at the end of the party to see everyone safely off-site. The entrance gate will be locked during the party.

On weekdays there is a traffic-light system at the entrance, please follow this protocol and turn left before the weigh-bridge, continue past the composting facility and follow signs to the Carymoor Environmental Centre Car Park.

3.3) We will provide you with invitations for the party (in digital format). It is your responsibility to collate the health and safety information given by parents regarding their child's/children's medical conditions, allergies and emergency contact details and to get this information to us before the date of the party.

3.4) We require that at least 2 responsible adults (excluding CET employees) accompany the party group. Parents of children attending the party are welcome to stay and join in the fun!

3.5) There will be a qualified first aider on site at all times.

3.6) We have £10 million Public Liability Insurance cover. Policy details are displayed in the centre.

3.7) Please ensure children wear suitable clothing for outdoor games and activities.

3.8) Children are not allowed access to the CET kitchen.

4) Food:

4.1) We will provide you with invitations for the party that include a tear-off form for parents to return to you detailing their child/children's allergies and/or dietary requirements. It is your responsibility to collate this information. If you are using the Carymoor Catering or Cake service you must give this information to us at least 14 days prior to the party date

4.2) If you have chosen to bring your own food and/or birthday cake, you will be responsible for preparing it. CET will provide the necessary crockery and cutlery and use of our dishwasher as part of our zero waste policy. We will also provide access to our kitchen to store food etc, but ask that no children go into the kitchen.

4.3) If you have chosen the Carymoor Catering or Cake Service, we will be responsible for the preparation of the food and/ or birthday cake, providing that you give us any required information (see 4.1 above) at least 14 days prior to the party date.

5) Charges and Payment:

5.1) The minimum charge for a party is £145 for up to 12 children. Additional children are charged at £12 per child, up to a maximum of 18 children. All adults are free.

5.2) There is an additional charge of £5 per child for a birthday lunch provided by Carymoor Catering Service

5.3) There is an additional charge for a bespoke birthday cake provided by Carymoor Cake Service (from £30)

5.4) Once a booking has been made we will send you a booking form giving the total cost of the party and details of how to make payment. To confirm the booking we require 50% of the total cost of the party to be paid as a deposit. The remaining 50% must be paid on the day of the party. Cheques should be made out to "Carymoor Trading Company LTD"

6) Cancellation and refunds:

6.1) Your booking is provisional until receipt of the deposit. If we do not receive your deposit within 10 days of sending out the booking form we will assume you do not wish to confirm the booking.

6.2) If you cancel the booking at least 14 days prior to the event you will incur an administration charge of 10% of the total cost of the party. The balance of your deposit will then be returned.

6.3) If you cancel the booking within 14 days of the event you will lose your deposit.

6.4) If, due to unforeseen circumstances, we have to cancel your booking we will offer you an alternative date or refund your deposit in full.