

# 2011 Party Planner / Booking Request

Date: \_\_\_\_\_ Day: \_\_\_\_\_ Time: 11:00 / 3:00 / D@Night at <sup>4:30 or</sup> <sub>Additional Cost</sub> 5:00

Parent's Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_ Average Age Of Children Attending: \_\_\_\_\_

Number Of Children: \_\_\_\_\_ Favourite Dinosaur: \_\_\_\_\_  
maximum 15 children

Notes (Allergies etc.): \_\_\_\_\_

**Party Extras**

Balloons (Helium, To Take Home) \$1.50 p.p.

Party Invitations (Many Designs) \$0.75 Ea.   
 \$6.00 pack of 10

**DINOSAUR PARTY**

NIGHT PARTY 7yrs+ \$2.50 p.p.   
 MINIMUM CHARGE FOR 10 CHILDREN.

**Optional Upgrades (Only 1 may be selected)**

DINORIFFIC PARTY 5yrs+ \$6.00 p.p.

DINO DETECTIVE 7yrs+ \$8.50 p.p.

Pirate & Saurus 6yrs+ \$8.50 p.p.

Hatchling party 5yrs+ \$9.50 p.p.

Fairydactyl 6yrs+ \$11.50 p.p.

MINIMUM CHARGES ARE FOR 10 CHILDREN.  
 Note Recommended Ages for Suitability.

I, \_\_\_\_\_ have read, initialled, understood and agreed to the terms and conditions for parties at the National Dinosaur Museum. I will be organising \_\_\_\_\_ supervising adults including myself and will be responsible for the balance of payment on the day of the party.

\_\_\_\_\_

Signature

**Catering**

Self Catering   
 Half hour use of a party room, Party host assistance with serving and cleaning.

Select room: Dinosaur room  Prehistoric ocean room

**Catering Packages**

We provide the catering. Prices shown are per child and include the cost of a second staff member as cook.  
 MINIMUM CHARGE FOR 10 CHILDREN.

Hot Food Option \$15.00 p.p.   
 Party pie (1), sausage roll (1), chicken dino snacks (2), hot chips, juice popper, fruit platter, fairy bread

Snack Food Option \$11.00 p.p.   
 Packet of chips, biscuits (2), juice popper, fruit platter, fairy bread

*Portions shown are per child.*

**Party Cost**

Base Price (For Up To 10 Children): \$ 180.00

Extra Children: \_\_\_\_\_ X \$ 12.00 = \$ \_\_\_\_\_

Helium Balloons: \_\_\_\_\_ X \$ 1.50 = \$ \_\_\_\_\_

Invitations: \_\_\_\_\_ X \$ \_\_\_\_\_ = \$ \_\_\_\_\_

**The following are subject to minimum charge for 10 children**

Night Party: \_\_\_\_\_ X \$ 2.50 = \$ \_\_\_\_\_

Upgrade Pack: \_\_\_\_\_ X \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Catering Pack: \_\_\_\_\_ X \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Less Member Discount (5%) (# \_\_\_\_\_) \$ \_\_\_\_\_

Less Deposit Paid On \_\_\_\_\_ \$ \_\_\_\_\_

**Total Due:** \$ \_\_\_\_\_

Fax to (02) 6230 2357 or bring in when making booking.

## NATIONAL DINOSAUR MUSEUM PARTY TERMS AND CONDITIONS

*Reservations secured with a deposit are considered acceptance of the Terms and Conditions below. Please note that the parent making the booking must be the parent that signs the Terms and Conditions, thus making them responsible.*

- \_\_\_\_\_ Initial
1. **RESPONSIBILITY FOR BEHAVIOUR:** We are NOT responsible for discipline of children attending the party. Our team of staff will facilitate party activities, but parents must be responsible for children at all times whilst within our premises. **If behaviour becomes unacceptable and children do not respond to directions, the party will be suspended.** All parents of children are responsible for drop-off and collection of children. We do not provide care for children outside the scheduled time of the party.
- \_\_\_\_\_ Initial
2. **SUPERVISING ADULTS:** To assist the Party Host, we request the following allocation of adults (who will be admitted free of charge) for parties at the National Dinosaur Museum:
- Parties of up to 10 Children:                   **2 Adults**
  - Parties of more than 10 Children:           **3 Adults**
- This allows adequate supervision should children need to leave the party for any reason. **Supervising Adults will need to remain with the party children.***
- \_\_\_\_\_ Initial
3. **ADMISSION:** Parents of the Birthday Child and other immediate family members are welcome to join in with their child attending the party, however the required number of supervisors must remain with the party.
- \_\_\_\_\_ Initial
4. **SAFETY:** We consider the safety of our guests a primary importance whilst attending a party. We do not permit the use of party poppers or sparklers during parties. The National Dinosaur Museum will not be liable for damage due to injuries as a result of either items used at parties (that are not supplied by the National Dinosaur Museum) or from failure to follow directions from National Dinosaur Museum staff. A **first aid kit** is available, and all staff are aware of its location. All accidents are recorded into a log and parents with duty of care will be notified. **Fire exits** are well marked and staff are trained in evacuation procedures in the unlikely event of a fire. We reserve the right to initiate an evacuation procedure at any time for the purpose of staff training.
- \_\_\_\_\_ Initial
5. **DEPOSITS AND PAYMENTS:** A minimum deposit of \$50.00 is required **14 days** in advance of your party. **T&C and booking forms must be received before deposit** to secure your reservation. **Parties will not be accepted with less than 2 weeks notice.** The balance is due at the time of the party. Payment can be made via Visa, MasterCard, Diners, Amex, EFTPOS and Cash.
- \_\_\_\_\_ Initial
6. **MINIMUM AND MAXIMUM ATTENDANCE:** Parties booked for less than ten children will attract minimum payment for ten children. Refer to our RSVP policy below. We cannot have more than 15 children participating in a Party - **please ensure your own children are included when calculating numbers** to avoid having to disappoint someone on the day.
- \_\_\_\_\_ Initial
7. **RECOMMENDED AGES:** Parties will not be accepted where the invited children (or the Birthday child) are under 5 years old. We strongly advise you to check the ages of activities and parties against the ages of those attending the party. Some activities are not suitable for younger children i.e. Dinosaurs & Ladders or a Dinosaurs at Night Tour. The first requires concentration and complex counting skills, and the second is conducted mostly in the dark, and can (mistakenly) be frightening to younger people. Please note that we do not allow under 5-year-olds to participate in party games/activities/tours, unless they are the siblings of the birthday child themselves. Under 5's can be highly disruptive when they have a sibling or friend involved, so parents with extra children are encouraged to separate from the party and allow them to do their own activities in the Interactive Area, or purchase admission and visit the Exhibits area independently.

- \_\_\_\_\_ Initial
8. **RSVP POLICY:** We will require you to confirm the number of children attending the party no later than **7 days** before your reservation date. A \$2.00 set-up fee per child not attending may be charged. (Example: You confirm that 15 children will be attending the party and only 11 attend on the day. A set-up fee of \$8.00 is payable). If you confirm for numbers *less* than arrive, we cannot guarantee that extra children will be catered for. As we may need to provide food and materials for some activities, if children who have not RSVP'ed show up, we **will not guarantee that they will be able to participate in some activities or be fed.** Thus it is YOUR responsibility to enforce to parents that they must RSVP or their child/ren may not be able to participate.
- \_\_\_\_\_ Initial
9. **CANCELLATIONS AND REFUNDS:** We understand that you may wish to reschedule your party due to illness or other unexpected reasons. We will gladly reschedule to another time and date (subject to availability). Cancellations without rescheduling to another day will attract the following charges:
- 15 days notice or more: 100% refund of deposit.
  - 14 to 8 days notice: 50% refund of deposit.
  - 7 days or fewer before the party: No refund.
- \_\_\_\_\_ Initial
10. **FOOD:** The serving of food is restricted to the designated party room and to the time set aside within the party schedule. For most parties this will be at the conclusion of all other activities, the exception being a Dinosaurs @ Night party where the tour will be the last component. *Food mess outside the designated area will attract an additional cleaning charge of \$20.00.*
- \_\_\_\_\_ Initial
11. **ALLERGIES:** It is vital that any Allergies of children attending parties at the National Dinosaur Museum are advised to staff well in advance, preferably when booking. Although we make every effort to ensure the ingredients in food served with our catering at parties will not cause reactions, our suppliers cannot guarantee that their products are 100% safe, especially from contamination by nuts. It is preferable that children at risk bring their own food. Any child with a serious allergy **must** be accompanied by one of their own parents for the party; this adult will be F.O.C.
- \_\_\_\_\_ Initial
12. **MEMBERSHIP DISCOUNT:** A 5% discount of the total party cost is given to Friends of the National Dinosaur Museum. For enquires, please contact the museum.
- \_\_\_\_\_ Initial
12. **PARENTS' BEHAVIOUR:** Parents are encouraged to participate in their child's party and help in activities. To ensure that your child has the best possible party, we insist upon other adults, as well as guests' siblings, remaining completely separate from the party children. Adults and extra children cause distractions and additional noise for parties. When there are no extra adults, children are able to get the most of our Dino Parties and truly focus on fun and learning! Admission to the exhibition gallery is only included for party children and supervisors (with allowances made for other immediate family, see point 3).
- \_\_\_\_\_ Initial
13. **MISCELLANEOUS CONDITIONS:**
- There is to be NO alcohol on the Museum property.
  - There are no animals/pets allowed, except those provable as Official Guide/ Companion dogs whereby the animal is required for the individual during the party.

*Once you have read the Terms and Conditions, please **initial the important points as indicated** and return a copy of this sheet with your booking request form. Please contact us if you have any questions. Thank you for your assistance in helping us create the best party for your child.*