

BIRTHDAY PARTY TERMS AND CONDITIONS

These terms and conditions apply to ALL Discovery Space Party Room bookings.

USE OF PARTY ROOMS

- Each party will be allocated a Discovery Space staff member (Party Guide) for the duration of the party.
- The party room must be vacated at the end of the two (2) hour allocated party room time slot (12pm for morning parties and 3pm for afternoon parties). The Party Guide may, at their discretion, allow a later time for vacating.
- An additional fee of \$100 may apply for late departures that have not been approved by the Party Guide.
- Room decorations may be provided by party hosts and guests. **Blutack (or equivalent) is the only accepted method for attaching decorations to walls or furniture. All decorations must be removed prior to vacating the party room. External decorators are not permitted.**
- All rubbish must be disposed of in the appropriate bins (including food scraps, wrapping paper, etc.)
- Fridge must be emptied of all food and Party Guide made aware of any spillages.
- Party hosts, parents and carers must ensure knives, matches/lighters, cleaning supplies and other potentially dangerous items are kept away from children.
- Only adults (18 years old and over) are permitted to use the microwave and hot water taps.
- Party hosts, parents and carer are responsible for ascertaining allergies of invited guests and catering accordingly.
- No alcohol is allowed on the premises.
- **No helium balloons, outside entertainers or external decorators allowed.**

BOOKING & PAYMENT

- A \$100 deposit is required at time of booking.
- The deposit is non-refundable if the party is cancelled with less than 7 days' notice.
- Final numbers required 4 days prior to the party date.
- If the organiser of the party is a Discovery Space member a 10% discount on party packages is provided as one of the membership benefits. Please note, Discovery Space membership entry does not apply to birthday parties. All children attending the party must be paid for as part of the party package.
- If there are no shows on the day of the party, the minimum number of children for the room must still be paid for (i.e. 10 for Cloud Room (Party Room 1) or 10 for Burst Room (Party Room 2)).
- Full payment must be made before the end of the party and prior to departure.
- The party room must be vacated on time. An additional fee of \$100 may apply for late departures.

TIMING

- Party package times are as per the booking confirmation.
- Guests may arrive 15 minutes prior to party commencement for sign-in. If party guests are late, the commencement of the party will still occur at the pre-booked time.
- The party room must be vacated at the end of the two (2) hour allocated party room time slot (12pm for morning parties and 3pm for afternoon parties, unless otherwise stated).
- Party hosts and guests will leave the Discovery Space at the end of the allocated party time. Guests wishing to stay and play should return to reception and re-enter as general guests. Children who were party guests will not be charged for re-entry.

GUEST SIGN-IN

- Discovery Space entry for birthday child and guest children is valid for two hours. Any additional children (e.g. siblings of guest children) who wish to enter the Discovery Space will be required to purchase an entry ticket or present their valid Discovery Space membership card in order to play.
- 'Unaccompanied Adults' or adult party guests who arrive without a child aged 12 or under are free of charge for the two and half hour duration of the party time only and are required to sign in. It is the responsibility of the party organiser to ensure this occurs. Adult guests wanting to stay past the allocated birthday party time slot must return to reception with the party host and purchase a valid ticket or use their membership card to re-enter.
- Guests aged 13-17 will be treated as adult party guests for the purposes of entry but must still be supervised by a parent or carer at all times.
- It is a condition of entry to the Discovery Space that all adults are accompanied by one or more children and that children are supervised at all times (a minimum ratio of 1 adult to 5 children is advised) and abide by Discovery Space rules (see below for general Conditions of Entry)
- If parents of party guests choose not to stay for the party, party hosts must assume supervisory responsibility for those children.
- Party hosts should perform regular head counts to ensure all party guests are present and accounted for.

- The Discovery Space will collect the names and contact numbers for all parents/carers of party guests in case of emergency or lost child incident.

Conditions of Entry & Privacy Notice

Upon entering the Early Start Discovery Space (Discovery Space) I hereby agree to be bound by and comply with the following Conditions of Entry.

I understand that failure to comply may result in a request to vacate the facility.

- All adults must be accompanied by at least one child
- For all groups, we suggest a minimum ratio of 1 adult per 5 children. School groups should follow the required ratio of teachers and caregivers approved by their principal
- All children must be accompanied and supervised by an adult at all times
- Running is not permitted in the Discovery Space
- Shoes must be worn
- Take reasonable care of your own health and safety and to ensure you and your child/children in your care do not adversely affect the safety of others or cause any damage to property at the Discovery Space. Visitors, (or in the case of children, the adult accompanying a child/children) will be liable for any damage caused to Discovery Space property and premises resulting from the visitor's conduct.
- I agree to listen to and follow the lawful directions and instructions of the Discovery Space employees and volunteers.
- Food and drink are only to be consumed in identified designated areas (Discovery Gardens & Café). Hot beverages are to be consumed only in the Café or the Discovery Gardens.
- Smoking is prohibited in the Discovery Space (including outside gardens) and on the University campus.
- Visitors must not consume, use or bring alcohol or illegal substances into the Discovery Space.
- In the event that attendance exceeds comfort capacity as deemed by management, visitors may be required to wait before gaining access.
- Please report all incidents and accidents to a Discovery Space employee immediately.
- Please dispose of all rubbish, recycling, nappies etc. in the appropriate bins provided.
- The Discovery Space is not responsible for any lost, stolen or left behind items. Lost property will be held for 6 weeks after which any unclaimed items will be donated to charity.
- We can't guarantee a germ-free environment – if you or your child/children become unwell during your visit, please notify a Discovery Space employee or volunteer.

PHOTOGRAPHS AND RECORDINGS - PRIVACY NOTICE

- Visitors are welcome to take photographs and video recording of themselves and their children during their visit. Please respect the privacy of other visitors when taking photographs or video. Any photographs and video recordings taken by visitors should be for personal use only.
- Visitors may be photographed or have video footage of themselves and their dependents taken by Discovery Space employees. We will seek your permission to use photographs or recordings for specified purposes related to the Early Start Discovery Space and UOW in accordance with Discovery Space Privacy Protocols (which are available online at <http://earlystartdiscoveryspace.edu.au/wp-content/uploads/2015/05/Privacy-Protocols.pdf> or please ask a Discovery Space employee to see a copy of the Discovery Space Privacy Protocols). Please notify a Discovery Space employee if you do not wish to be photographed or recorded during your visit
- For further information, please refer to UOW's privacy homepage at <http://www.uow.edu.au/about/privacy/index.html>

REQUESTS AND RECOMMENDATIONS

- Wear comfortable clothing and flat soled shoes
- Please use 'inside' voices
- Our Crawlers' Beach experience is a special place for our youngest guests. Please encourage older children to respect this area
- Should a child or adult become lost, inform the Party Guide or another Discovery Space employee who will assist.