The Party Room must be vacated at the specified time to ensure other parents are able to setup for their party.

Catering conditions (applies to self-catered and catered parties):

- The party room is required to be cleaned and left in a reasonable condition at the end of your allocated time slot of the party.
- All rubbish is disposed of in the appropriate bin (this includes food scraps, wrapping paper etc.)
- All crockery is required to be loaded into the dishwasher prior to departure.
- All benches, chairs and tables are to be wiped down at the conclusion of the party (cloths and cleaning equipment is provided).
- Fridge is to be emptied of all food and spillages wiped up.
- Parent/Carer to ensure all hot beverages, knives, forks and dangerous cutlery is kept away from children.
- Only adults (18 years old and over) are permitted to use the microwave and must ensure it is locked after use.
- Parent/Carer to ascertain allergies of invited guests and cater food accordingly.
- Ensure all adults sign themselves or their children out of the party.

IMPORTANT RULES & CONDITIONS

- No helium balloons or outside entertainers allowed.
- No alcohol allowed on the premises.
- You must vacate the party room on time and in the condition you found it otherwise an additional fee of $100 may apply.
- A $100 deposit is required at time of booking.
- Final numbers required 7 days prior to the party date.
- A wristband with the birthday party name and time will be provided to each child and must be worn whilst inside the Discovery Space.
- If there are no shows on the day of the party, the minimum number of children for the room must still be paid for (ie. 10 for Party Room 1 or 15 for Party Room 2).
- Full payment must be made prior to party commencement.
- The deposit is non-refundable if the party is cancelled with less than 72 hours’ notice.
- Party package times are as per the booking confirmation.
- Guests must arrive 15 minutes prior to party commencement for sign-in and wrist band allocation. If members of your party are late the commencement of the party will still occur at the pre-booked time.
- Discovery Space entry for birthday child and guest children is valid for two and half 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.
- 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.
- The party room is cleaned prior to each party and is required to be left in a reasonable condition.
- All rubbish is disposed of in the appropriate bin (this includes food scraps, wrapping paper etc.)
- All crockery is required to be loaded into the dishwasher prior to departure.
- All benches, chairs and tables are to be wiped down at the conclusion of the party (cloths and cleaning equipment is provided).
- Fridge is to be emptied of all food and spillages wiped up.
- Parent/Carer to ensure all hot beverages, knives, forks and dangerous cutlery is kept away from children.
- Only adults (18 years old and over) are permitted to use the microwave and must ensure it is locked after use.
- Parent/Carer to ascertain allergies of invited guests and cater food accordingly.
- Accompanying adults are free of charge for the two and half hour duration of the party time only and are required to sign in and out. 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 purchase a valid ticket or use their membership card.
- It is a condition of entry to the Discovery Space that all adults are accompanied by an child/children and children are supervised at all times.

- Parents/Carers of birthday child warrant that they have obtained phone numbers of parents and carers of party attendees in case of emergency or lost child incident. Parents/carers should perform regular head counts to ensure all students are present.
- Parents to ensure children do not run in Party Room.
- Appropriate shoes must be worn at all times whilst in the Discovery Space, Party Rooms and Discovery Gardens (including adults).
- ESDS visitors may be photographed or recorded during their visit. Consent to use any photographs or recordings captured will be obtained prior to any use of this personal information. Consent will identify how the ESDS will use their personal information for the Early Start Facility purposes.

REQUESTS AND RECOMMENDATIONS

- Wear comfortable clothing and flat soled shoes. Shoes must be worn at all times.
- Please use 'inside' voices.
- Our Crawlers' Cubby is a special place for our youngest guests. Please encourage older children to respect this area.
- If a child or adult is to become lost, head to reception where a Discovery Space Guide will be able to assist.

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.
- Appropriate shoes must be worn at all times.
- 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 Garden or 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) or within 10m radius of the building.
- Visitors must not consume, use or bring alcohol or illegal substances in the Discovery Space.
- 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 recordings of themselves and their children during their visit. Please respect the privacy of other visitors when taking photographs or videos. Any photographs or video recordings taken by visitors must 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 Early Start Privacy Protocols 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