

## TERMS AND CONDITIONS

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

### **BOOKING & PAYMENT**

- A \$100 holding fee is required at the time of your booking.
- Your holding fee will be refunded to you prior to leaving your party if the following conditions have been met:
  - You did not postpone/cancel your booking with less than 48 hours' notice;
  - The party room is vacated at the end of your allocated party room time slot;
  - No additional attendees without notice;
  - No refunds will be honoured within 48 hours of the party.
- Full payment and party guest numbers is required no later than 4 days before the party.
- Payment for additional party guests will be taken from your holding fee after full payment has been made.
- Your party must be confirmed by the Tuesday prior to your booked party date.
- All children will be charged irrespective of being a Discovery Space member.
- Guests aged 13+ will be treated as adult party guests for the purposes of entry and payment but must still be supervised by a parent or carer at all times.
- Prices and packages include GST and are subject to change without notice.

### **USE OF PARTY ROOMS**

- No alcohol is permitted on the premises.
- No cooking equipment can be used on the premises.
- No helium balloons, outside entertainers or external decorators are allowed on the premises.
- Smoking is prohibited in Discovery Space and all areas of University of Wollongong.
- One Discovery Space Party Guide will be allocated to your party for the duration of the party.
- Any food left behind will be disposed of at the end of your party.
- Party hosts, parents and carers must ensure potentially dangerous items (knives, cleaning supplies etc) 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.

### **TIMING**

- Party package times are as per the booking confirmation and non-negotiable.
- The party room must be vacated at the end of the allocated party room time slot.
- Party hosts and guests MUST leave Discovery Space party room at the end of the allocated party time.

### **GUEST SIGN-IN**

- Any additional children (e.g. siblings of guest children) who wish to enter Discovery Space will be required to purchase an entry ticket or present their valid Discovery Space membership card in order to enter Discovery Space.
- It is a condition of entry to Discovery Space that all adults are accompanied by one or more children.
- It is a condition of entry to Discovery Space that all children are supervised at all times and abide by Discovery Space rules (see below for general Conditions of Entry).
- Party hosts must assume supervisory responsibility for all children unaccompanied by an adult.
- 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.