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## **Birthday Party Terms & Conditions**

### **Booking the Party**

The Party Booker is the person who has booked the Birthday party. When booking the party, the Party Booker must complete, sign and return the Party Booker Form which will be shared with the Party Leader and Assistant.

The Party Booker is responsible for informing parents of children invited to the party on the outdoor nature of the party and the types of activities that will be included.

The Party Booker must inform Nature Nurture Sussex in advance if they know of any child with any medical or other additional needs. Examples of this include an allergy, a physical disability, asthma or SEND.

### **Party Timings**

The Party Booker is responsible for making sure guests arrive in good time so that the party can start promptly. The Party Booker and guests must leave the site according to the booked times to avoid further costs.

### **Supervising the Children**

The Party Booker is responsible for supervising the children at all times during the party and ensuring no child wanders off.

The Party Booker is responsible for all children and adults' behaviour at the party and must ensure the children follow our safety instructions. All parties require a minimum of 2 adult helpers. If there is a fire, an adult helper is required to cook any food.

### **Minimising Impact on the Woods**

Our aim is to leave the sites we use as we find them. It is the Party Booker's responsibility to take away all their belongings at the end of the party. This includes all rubbish and food debris. If planning any decorations, please be mindful of the natural environment e.g. no glitter or plastic sprinkles. Don't forget to bring a rubbish bag!

### **Personal Property**

Nature Nurture Sussex does not take responsibility for any personal property that is lost or damaged during a party.

### **Nature Nurture Sussex Responsibilities**

Nature Nurture Sussex Party Leaders and Assistants are responsible for leading the children in the planned party activities. They may request assistance from the Party Booker and attending adults for this.

### **Health & Safety**

Outdoor activities and play always include an element of risk, whether it be getting stung by nettles or tripping over tree roots. Nature Nurture Sussex aims to mitigate these risks by risk assessing the sites that we use and the activities we run and leading by example. We will give safety instructions on the day and provide advice in advance on suitable clothing and footwear (see below). We always have a trained first aider present and we have full public liability insurance.

### **Fire and cooking**

If the party includes a fire activity, the Party Leader and Assistant will light the fire with the children and come together at the end to toast marshmallows. If you would like to cook on the fire (e.g. sausages) you must bring the food and do the cooking yourselves (we will provide wood



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and the equipment). We suggest you bring pre-cooked thin sausages wrapped up together in foil, which can then be warmed up over the fire.

The option to go ahead with a fire activity is weather dependent, for example it may be too windy or too hot to safely manage a fire. Nature Nurture Sussex reserves the right to change a party fire activity if it is deemed unsafe. The Party Leader will contact you if this is the case so that you can discuss an alternative plan.

### What to Wear

It is the Party Booker's responsibility to inform parents of our advice on what the children should wear. Long trousers/long sleeved tops are advised at all times to protect against brambles, thorns and nettles as well as little critters. Please can children avoid wearing crocs or open-toe footwear and put on sun cream and a sun hat when necessary. Plenty of layers are advised in cold weather and waterproofs/wellies are always a good idea due to the unpredictable nature of the British weather. The temperature is always cooler in the woods so a second layer is always useful.

For safety reasons, for parties with a fire, please no dressing up clothes or sparkly dresses or skirts and long hair should be tied back. Shop-bought dressing up clothes are highly flammable and Nature Nurture Sussex reserves the right for any Party Leader to stop a child accessing a fire activity if they deem it to be unsafe.

Part

Nature Nurture Sussex reserves the right to charge for any time that the party overruns

### Financial Terms and Conditions

Nature Nurture Sussex requires a deposit to confirm a party booking: £70 for 1.5 hour parties and £85 for 2 hour and bespoke parties. This will be taken off the final balance which is due 2 weeks before the party date. Any extra children must be paid for as per our party costs.

We will continue to run parties, rain or shine, unless there are high winds forecast (approx. 40mph) or a thunder and lightning storm very close by. The Party Leader will check the weather forecast and let the Party Booker know if the party has to be called off. If the weather forecast is for storms/high winds, please do check your email on the morning of the party, to make sure that you pick up any messages. In these circumstances, where possible, we will offer an alternative party date to suit you. If this is not possible, we will issue a full refund. This will be Nature Nurture Sussex's decision.

If you need to cancel the party, please let us know at the earliest opportunity as we will need to cancel staff and site hire and we will have accrued admin and other costs.

As parties are usually planned a long time in advance we cannot always resell your slot if you cancel. Therefore, the following applies:

Parties cancelled more than 4 weeks before the party date will receive a full refund. Parties cancelled less than 4 weeks before the party date, will receive a 50% refund. Unfortunately, parties cancelled less than 2 weeks before the party date cannot be refunded but we will try to offer an alternative date where possible. This will be at the discretion of Nature Nurture Sussex and will depend on what costs have already been incurred and whether there is an alternative date available.