

# BIRTHDAY PARTY BOOKING FORM

If you are interested in holding a birthday party at The Postal Museum, please complete this form. (See last page for Ts & Cs)

This pdf form can be filled in on your PC (download, open in Adobe Reader, fill in, save and submitted via email). Alternatively you can print it out and fill it in by hand.

## WHO'S BOOKING THIS PARTY?

First name	<input type="text"/>	Last name	<input type="text"/>
Address	<input type="text"/>		
City/Country	<input type="text"/>	Postcode	<input type="text"/>
Email	<input type="text"/>		
Telephone	<input type="text"/>	Mobile	<input type="text"/>

## WHO'S THE PARTY FOR?

Name of child	<input type="text"/>	DOB	<input type="text"/>
Date of party booking	<input type="text"/>		

## BIRTHDAY PARTY PACKAGES – PLEASE SELECT THE PACKAGE AND TIMESLOT

	SATURDAY	SUNDAY
<input type="checkbox"/> <b>FIRST CLASS! PACKAGE</b> (2.5 HOURS) £700 (based on 20 children) EXTRA CHILD(REN) £25.00	<input type="checkbox"/> 11:00 – 13:30 <input type="checkbox"/> 14:00 – 16:30 How many extra children? (to a max of 10) <input type="text"/>	<input type="checkbox"/> 11:00 – 13:30 <input type="checkbox"/> 14:00 – 16:30 How many extra children? (to a max of 10) <input type="text"/>
<input type="checkbox"/> <b>SPECIAL DELIVERY PACKAGE</b> (2 HOURS) £500 (based on 20 children) EXTRA CHILD(REN) £15.00	<input type="checkbox"/> 11:00 – 13:00 <input type="checkbox"/> 14:00 – 16:00 How many extra children? (to a max of 10) <input type="text"/>	<input type="checkbox"/> 11:00 – 13:00 <input type="checkbox"/> 14:00 – 16:00 How many extra children? (to a max of 10) <input type="text"/>
<input type="checkbox"/> <b>ALL ABOARD! PACKAGE</b> (1.5 HOURS) £450 (based on 20 children) EXTRA CHILD(REN) £15.00	<input type="checkbox"/> 11:30 – 13:00 <input type="checkbox"/> 15:00 – 16:30 How many extra children? (to a max of 10) <input type="text"/>	<input type="checkbox"/> 11:30 – 13:00 <input type="checkbox"/> 15:00 – 16:30 How many extra children? (to a max of 10) <input type="text"/>

# GETTING SORTED

## CATERING OPTIONS (OFFERED WITH ALL PACKAGES)

Quantity

Cheddar cheese roll

Honey roast ham roll

Pot of fresh grapes and chocolate krispie cake included in all lunch packs

Bag of crisps

Bag of popcorn

Bottle of milk

Orange juice

Apple juice

Mini water bottle

Quantity

Filter coffee and tea

### UPGRADE - OPTION 2

CHILDREN'S SHARING PLATTERS – £8 per child  
Please choose 4 (pp) from the menu below:

Quantity

Chicken skewers (warm)

Fish finger baps with tartar sauce (warm)

Cumberland sausages (warm)

Crudités with hummus (cold)

Cheddar cheese or honey roast ham rolls (cold)

Egg mayo or chicken salad sandwich (cold)

Seasonal fruit salad

Postal Museum vanilla cupcakes

Double chocolate or smartie cookies

Bottles of milk, orange or apple juice

### UPGRADE - OPTION 3

CHILDREN'S PIZZA PARTY – £10 per child  
Footlong sharing pizza made fresh to order  
– serves 10. Please choose 2 below:

Quantity

Margherita

Fungi

Pepperoni

Chicken and Pesto

Crudité pots with carrots, cucumber  
& cherry tomatoes

Bottles of milk, orange or apple juice

### EXTRA FUN & TREATS

Quantity

Chocolate brownie

£1.25

Postal Museum cupcake

£1.50

Bags of chocolate raisins

£1.25

Bags of jelly beans

£1.25

Bags of popcorn

£1.25

Bags of crisps

£1.25



# SIGNED, SEALED, DELIVERED.

Please sign or tick the signature box as confirmation that you agree with our terms and conditions.

Full name

Signature

I agree with the terms and conditions, please tick

Date

If you have completed this form on your PC please use the submit button below or you can scan the completed form and email it to:

**[kidsparties@postalmuseum.org](mailto:kidsparties@postalmuseum.org)**

Or return to:

Kids Parties  
The Postal Museum  
15-20 Calthorpe House  
London WC1X 0DA

Thank you. A member of the team will be in touch with you shortly to discuss your requirements. Please note that confirmation of a birthday party requires a signed copy of the booking form together with full payment. All bookings are subject to our terms and conditions.

RESET FORM

# TERMS AND CONDITIONS

## 1. General

- 1.1 If the Party Organiser has any questions or complaints relating to a Children's Birthday Party, they can contact The Postal Museum by writing to Head of Commercial, 15-20 Phoenix Place, London, WC1X 0DA or on the following telephone number: 0300 0300 700 or email: [kidsparties@postalmuseum.org](mailto:kidsparties@postalmuseum.org)
- 1.2 The Postal Museum (TPM) will hire out Sorted! The Postal Playspace and any agreed additional areas for the sole purpose of hosting the Birthday Party and provide any Extra Items as set out in the booking form and agreed in writing.
- 1.3 These terms and conditions do not relate to any contract with a third party supplier.
- 1.4 All prices advertised on this booking form exclude VAT.

## 2. Booking and Paying for a Party

- 2.1 The Party Organiser should complete the birthday party booking form and submit via the submit button or alternatively email the birthday party booking form to [kidsparties@postalmuseum.org](mailto:kidsparties@postalmuseum.org). In doing this, the Party Organiser agrees to these terms and conditions.
- 2.2 The Party Organiser will be advised via email for the total cost of the party, upon submission of the booking form. The Party Organiser must confirm they wish to go ahead with the booking by the date as advised in the email.
- 2.3 An invoice will then be sent with instructions as to how to make payment. All bookings are provisional until the Party Organiser has provided TPM with full payment for the party and TPM has sent a confirmation email.
- 2.4 Final guest numbers and catering must be agreed 2 weeks in advance and paid before the party date.

## 3. Cancellation by the Party Organiser

- 3.1 The Party Organiser may cancel the Birthday Party at any time in writing to [kidsparties@postalmuseum.org](mailto:kidsparties@postalmuseum.org)
- 3.2 The cancellation fee shall be the total cost of the Birthday Party.
- 3.3 The Party Organiser may not transfer or sublet the booking.
- 3.4 TPM will refund the total cost of the Birthday Party if the Party Organiser cancels the booking due to:
  - 3.4.1 a breach of these terms and conditions by TPM.
  - 3.4.2 a change in birthday party package made by TPM that the Party Organiser does not agree to.
  - 3.4.3 an error in the price or description of the Birthday Party and the Birthday Party Organiser does not wish to proceed.

- 3.5 If the Birthday Party is not of satisfactory quality or mis-described TPM shall refund the Birthday Party Cost, and any reasonable costs the Party Organiser incurs to the same method used to make the payment.

## 4. Cancellation by TPM

- 4.1 TPM may cancel a birthday party at any time by providing the Party Organiser with written notice:
  - 4.1.1 on any grounds of health and safety
  - 4.1.2 there is a breach of these terms and conditions by the Party Organiser
- 4.2 TPM can not accept any liability for any expenditure incurred or loss sustained directly or indirectly by the Party Organiser or their guests arising from a cancellation of this nature.
- 4.3 TPM reserves the right to cancel or reschedule bookings at any time for circumstances that may arise that are beyond TPM control. TPM will contact the Party Organiser as soon as possible should these circumstances arise and endeavour to provide an alternative date to reschedule the Birthday Party. TPM can not be held liable for any expenditure or losses occurred from such cancellations or rescheduling.

## 5. Supervision of the Party

- 5.1 TPM will supply one member of staff for the duration of the party. The Party Organiser will observe and comply with the reasonable instructions of this staff member.
- 5.2 The Party Organiser is responsible for the guests of the birthday party and ensuring that they comply with Sorted! Rules of Play (found on TPM website and within Sorted!).
- 5.3 TPM can not accept any responsibility or liability in respect of any property brought or left on the premises by the Party Organiser and their guests.

## 6. Supervision on Mail Rail

- 6.1 Purchase of tickets to Mail Rail are subject to the Ticket Conditions [www.postalmuseum.org/visit/plan-your-visit/facilities/mail-rail-access/](http://www.postalmuseum.org/visit/plan-your-visit/facilities/mail-rail-access/)
- 6.2 All adults and children riding the Mail Rail must adhere to Ride Rules [www.postalmuseum.org/visit/plan-your-visit/facilities/mail-rail-access/](http://www.postalmuseum.org/visit/plan-your-visit/facilities/mail-rail-access/)
- 6.3 It is the responsibility of the Party Organiser to ensure that guests riding Mail Rail arrive to their booked slot on time
- 6.4 A minimum of one adult is required to travel in each train carriage with children
- 6.5 The ride will not be exclusive to your guests. TPM staff will endeavour to get all party guests onto the same train but this can not always be guaranteed.

## 7. Catering

- 7.1 All catering for birthday parties will be provided by TPM's in house caterer, Benugo. Catering is to be booked via the Birthday Party booking form, as part of the process for booking a birthday party.

- 7.2 The Party Organiser will ensure that no food or drinks of any kind are bought to the party. The only exception to this is a Birthday Cake, of which the Party Organiser may supply their own. Please note that no lit candles are permitted at TPM. TPM will provide the Party Organiser with a knife to cut the cake.

## 8. The Party and use of spaces

- 8.1 The Birthday Party will not exceed the number of guests as set out in the Booking Form.
- 8.2 The Party Organiser will start and end the party promptly in accordance with timings agreed with TPM in writing. The Party Organiser can arrive 15 minutes prior to the start of the booking. It is the Party Organisers responsibility to ensure all guests are collected at the time the party ends.
- 8.3 The Party Organiser will remove all items bought onto the party spaces and shall ensure that all areas are left tidy.
- 8.4 The Party Organiser will not use anything other than white tac to affix decorations.
- 8.5 TPM reserves the right to exclude or remove from the premises and immediate surrounds anyone conducting themselves in an inappropriate manner.

## 9. Health, Safety and Damage

- 9.1 The Party Organiser must ensure that there are an appropriate number of adults to supervise the number of children attending the party, and that the adults maintain adequate standards of health and safety throughout.
- 9.2 TPM always have at least one first aid trained member of staff on duty within the premises.
- 9.3 The Party Organiser and guests will not interfere with any part of the premises or equipment.
- 9.4 The Party Organiser will inform TPM as soon as it becomes aware of any damage, accident or injury connected to a Party at the Premises.
- 9.5 The Party Organiser agrees to pay the cost of repairing or making good any loss or damage that arises during a party.

## 10. Other

- 10.1 TPM total liability in conjunction with performance with these terms and conditions shall be limited to the total Birthday Party booking fee paid by The Party Organiser, to TPM.
- 10.2 Any dispute or claim arising out of or in connection with these Terms and Conditions, its subject matter or formation (including non-contractual disputes or claims) are governed by English law and the Party Organiser can bring legal proceedings in respect of the Birthday Party in the English courts.
- 10.3 Nobody else has any rights under these Terms and Conditions. The Terms and Conditions are between the TPM and the Birthday Party Organiser and no other person will have any rights to enforce any of its terms.

**You can obtain further information about your legal rights by contacting the Citizens Advice Bureau ([www.citizensadvice.org.uk](http://www.citizensadvice.org.uk) or call 03454 04 05 06).**