

# Sprout About Party Terms & Conditions

- Making a party booking secures the date and time of your party.
- One accompanying adult is included for every child guest, with two adults included in the case of the birthday child.
- Any other additional adults must be paid for at the party adult rate of £4.00 per adult – these can be added to your booking online by our Party Co-ordinator.
- The minimum number of children required to host a Sprout About Party is 12. If you are unsure of final numbers, please book for 12 and then we can add additional guests on prior to the event – these must be confirmed & paid for at least 7 days prior to the date of your party.
- A complete guest list must be provided 7 days prior to your party. Amendments to names can be made up to 48 hours before the party, but numbers cannot be reduced. If we are still waiting to receive your guest list 48 hours prior to the date of your party, we will be unable to host your party, and it will be cancelled. No refund will be given.
- Reductions in numbers are unable to be refunded in any circumstances, however, names on the guest list can be changed and party guests added on.
- Any changes or updates that are being made to your booking, including amendments to the guest list or adding any other food items without 7 days' notice will incur a £10.00 administration charge per change. Any amendments are subject to availability.
- If you wish to move your party date once booked this will incur an administration charge of £20.00. This must be paid prior to the change of date amendment. No amendments can be made within 48 hours.
- If Sprouts is forced to close due to adverse weather conditions and extreme circumstances, no refunds will be given, however, we will offer to reschedule your party to an alternative date (*subject to availability*). We will be unable to refund any non-attendees in any circumstances.



- **As your party package includes food, please note no additional food or drinks can be taken into the party room unless purchased from Rose Cottage Cafe.**
- Any special dietary requirements must be requested 7 days prior to the party date. Food choices can be amended up to 14 days prior to the party, but not after this time. Any guests that arrive on the day with allergens that we have not been made aware of will not be catered for.
- You will be able to enter your party room from the time stated on your booking, not before, so please factor any time you may wish to spend setting up before your guests arrive in to your party arrangements. Early entry will not be permitted as we will be preparing your room for you in this time. You will need to vacate the room by the end of the booking time to allow us to fully clean and prepare for the next party.
- Sprouts Play Barn is entitled to move any party booking to another room if necessary.
- If you have 25 children or more, you will be charged a £50 fee for a double room. This fee will be applied by our party co-ordinator once the final guest list has been confirmed.
- Adults will be able to use the bench seating provided in your private party room. **When we are at capacity it will not be possible for your party grown up guests to sit in the main seating area adjacent to the play frame.**
- Home bakers are welcome to bring their own cake. However, as the Play Barn is a nut-free zone, we kindly ask that all cakes are made without nuts. Alternatively, Millets bakery birthday cakes can be purchased after booking your party (*please note, shop bought cakes are not permitted*). The bakery will require at least 14 days' notice. **\*\*Please don't forget to bring matches and candles with you as this is something we do not supply.\*\***
- You are welcome to bring decorations to add to your party room, however, please refrain from sticking anything to walls – our party co-ordinator can advise on the best decorations to bring if required, so please email or call us to discuss this prior to your party.
- All party packages are non-refundable.

