



Children's parties &  
Animal Education Centre

## PARTY BOOKING FORM

<b>BIRTHDAY PARTY FOR</b>	Name of child: Age of child:		
<b>DATE OF PARTY</b>			
<input type="checkbox"/> Morning - 10:00am - noon	<input type="checkbox"/> Afternoon - 1:00pm – 3:00pm		
Age range of children from _____ years to _____ years			
<b>CLIENT NAME</b>			
Home Phone		Mobile	
Email Address			
Home Address			
Enquiry Date			

Party package is for up to 10 children & 10 adults	\$250.00
No. of additional children @ \$12.00ea	\$
No. of additional adults @ \$3.00 ea	\$
No. of helium balloons @ \$2.50 ea	\$
<b>Total amount</b>	\$
To secure the booking – 50% deposit	\$
Balance due <b>5 days</b> before your party date	\$
Added extra's payable on the day	\$
Total amount paid	\$

**ACTUAL** *office use only*

Package	\$250.00

**PLEASE NOTE** - Should the two-hour session be exceeded by more than 15 minutes an additional fee of \$50 will be charged.

Comments

A signed copy of this application form with all details completed and checked should be returned to The Farmyard Nursery to book your party. **Fax to: 02 6295 7112**

I (print name) \_\_\_\_\_ confirm the details of my application for a booking to be correct and have read and accept the Terms and Conditions.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For enquiries please phone: 02 6239 7133 or Email: farm-yard@bigpond.com

## **The Farmyard Nursery - Terms and Conditions of Booking**

It is important to us that your Excursion or Party at The Farmyard Nursery runs smoothly and is a successful event. In keeping with our philosophy of providing a quality destination with professional services we have designed these Terms and Conditions to fulfil this expectation.

### **SEASONAL CONSIDERATIONS**

Activities and animals may vary due to the season or the time of day.

### **APPROPRIATE BEHAVIOUR**

Participation by children in activities at The Farmyard Nursery is subject to appropriate levels of behaviour at all times.

### **FOOTWEAR**

Please advise the parents of students or party guests that closed in shoes must be worn in the barn. If a child is not wearing suitable shoes he/she may be denied access to the patting pens.

### **CONFIRMATION OF BOOKING**

A booking is formally confirmed upon receipt of your signed booking form and in the case of parties, by the requested deposit that will be 50% of the base package rate, unless otherwise agreed by us.

### **CANCELLATION OF BOOKING**

Should circumstances require you to cancel a confirmed booking your deposit will be refunded if more than fourteen (14) days notice is provided. If the cancellation notice is made less than fourteen (14) days from the date of the booking, 10% of the deposit will be withheld unless the space is resold. When a cancellation occurs with notice of five (5) days or less, the whole deposit will be retained in lieu of costs incurred. All cancellations must be advised in writing.

### **FINAL NUMBER of PARTY GUESTS**

Should your final number of students or guests increase from the number advised at the time of booking, we request that you advise us of any increase. Payment is required for all children and adults that exceed the number allowed for in the party package.

### **FINAL NUMBER of STUDENTS ATTENDING AN EXCURSION**

Should your final number of students increase from the number advised at the time of booking, we request that you advise us as soon as possible. Additional numbers will be charged to your final account.

### **PRICES**

The prices quoted are current at the time of your booking.

### **PAYMENT**

- A 50% deposit is to be paid with your party booking confirmation. When final numbers are advised payment in full is required. Additional numbers on the day will be charged at that time.
- An invoice will be raised for an excursion with payment in full to be made by the date specified on the invoice.
- We accept payment by Bank Cheque, Personal Cheque, Electronic Funds Transfer (EFT), Cash or Money Order made payable to Newso Pty Ltd.

### **EXTENDED TIME**

Extended times for an excursion or party may be negotiated, however this may incur an additional fee.

### **RESPONSIBILITY**

Should we be unable to provide the facilities booked due to circumstances beyond our control, we would endeavour to provide you with reasonable notice. No further claim other than entitlement to a full refund of any deposits paid may be made.

**ALCOHOL & SMOKING**

Alcohol is not permitted at The Farmyard Nursery. Smoking is not permitted in the Barn.

**PERSONAL ITEMS**

We cannot take responsibility for damage to, or loss of, your own items before, during and after an event.

**PHOTOGRAPHY**

Photography, sound or video recording is permitted in all areas of The Farmyard Nursery.

**USE OF BBQ**

A BBQ is available for use and should be cleaned after use.

**USE OF CROCKERY & CUTTLERY**

A selection of plastic plates, bowls, cups and cutlery is available for you to use on the condition that these items be washed-up after use. Otherwise you may prefer to bring your own paper plates etc.

**CLEANING**

Post excursion and party cleaning is included in the cost. However additional charges may be incurred in instances where an event has created cleaning requirements considered to be over and above normal cleaning.

We look forward to extending a warm welcome to you at The Farmyard Nursery.

The Farmyard Nursery

T: 02 6239 7133

F: 02 6295 7112

E: [farm-yard@bigpond.com](mailto:farm-yard@bigpond.com)

W: [www.farmyardnursery.com.au](http://www.farmyardnursery.com.au)