



Children's parties &
Animal Education Centre

SCHOOL EXCURSION BOOKING FORM

Fax your booking request to: 02 6295 7112

NAME OF SCHOOL:			
Preferred Date/s (1 st preference)			
Alternate Date/s (2 nd preference)			
<input type="checkbox"/> Morning 10:00am – 11:30am		<input type="checkbox"/> Afternoon 12:30pm – 2:00pm	
Class or Grade:		No of Children:	
No of Accompanying Adults:		Avg Age of Children:	
<i>» A minimum of 25 students, or the equivalent fee applies unless otherwise agreed</i>			

NAME OF CONTACT PERSON:			
Telephone:		Mobile:	
Email Address:			
Facsimile:			
Mailing Address			

Comments / Special Needs:

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 further information [Contact us](#)

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.

TENTATIVE BOOKINGS

We understand the decision process in selecting a venue for your Excursion or Party so we are happy to hold a tentative booking for a maximum of ten (10) days without obligation. However, if you do not confirm the excursion or party within this timeframe, we do reserve the right to release the space without notice - unless an alternative arrangement has been confirmed in writing.

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 estimated quote, 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) 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 STUDENTS OR 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 and will discuss with you and confirm in writing, any additional charges this may incur.

PRICES

The prices quoted are current at the time of your quotation. Upon receipt of the signed application form your booking will be confirmed in writing and an invoice issued. We will clearly indicate GST on all correspondence.

PAYMENT

All accounts are to be paid in full prior to the excursion or party by the date specified on your invoice, unless prior arrangements have been agreed upon by us and confirmed in writing. We accept payment by Bank Cheque, Personal Cheque, Electronic Funds Transfer (EFT), Cash or Money Order.

EXTENDED TIME or ALTERNATE TIME

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

OVERTIME

Parties that exceed the two-hour time frame by more than 15 minutes will incur an additional fee of \$50 for every 15 minutes thereafter.

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.

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 have to be denied access to the patting pens.

APPROPRIATE BEHAVIOUR

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

SEASONAL CONSIDERATIONS

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

ADDITIONAL SERVICES

We are happy to arrange a variety of additional services on your behalf, such as catering, entertainment, etc. Any charges incurred for these services will be at your expense and always advised to/agreed with you prior to booking, noting that there may well be a service charge levied should an event be cancelled.

RESPONSIBILITY

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

CLEANING

General and normal 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.