

# CHILDREN'S BIRTHDAY PARTY BOOKING FORM

DATE OF EVENT: .....  
TIME OF EVENT: ..... (Maximum slot of 2.5 hours between 11am-4pm)  
NUMBER OF GUESTS: ..... (Maximum of 30 people including Parents/Guardians)

I wish to apply to hold a Children's Birthday Party at National Museum Cardiff. I have read and agree to the 'Terms and Conditions of Hiring' (attached)

ORGANISER'S NAME: .....  
NAME OF PARTY BOY/GIRL: .....  
ADDRESS .....  
TEL: ..... MOBILE: .....  
EMAIL: .....  
SIGNATURE: .....  
DATE COMPLETED: .....

**Data Protection Act 1988 - Amgueddfa Cymru - National Museum Wales.**

The information given on this form will be used to process your request for hiring facilities within the Museum and for statistical analysis. If you would like to receive information about venue hire and upcoming special offers at Amgueddfa Cymru - National Museum Wales, please tick this box.

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Please telephone or email the Venue Hire office to check availability before returning the form.

Please return signed, dated and completed forms to:

Venue Hire, National Museum Cardiff, Cathays Park CARDIFF CF10 3NP

Tel: 02920 573387/3129 Fax: 02920 573321

E-mail: [neil.harrison@museumwales.ac.uk](mailto:neil.harrison@museumwales.ac.uk) / [lydia.holley@museumwales.ac.uk](mailto:lydia.holley@museumwales.ac.uk)

Please Note: Bookings are not considered confirmed until a signed copy of the booking form and terms and conditions are returned. Until such time the museum reserves the right to hire facilities to any other client at its discretion. Full payment is required at least 2 weeks in advance of the date of your event.

**Birthday Parties**

Children’s Parties are available on weekends between 11am-4pm (excluding school holidays and major event days). Parties are for children aged 5 and over. The period of hire is for a maximum of 2.5 hours although you are welcome to stay and explore the Museum before or after the party. The maximum number of guests is 30 (including parents/guardians). The cost for hire of our private party room (usually the Clore Meeting Room) is £120 + VAT. Hire includes access to a range of parent-led Museum trails and activity sheets followed by a 30-40 minute hands-on creative activity led by a Museum Activity Leader. All art and craft materials will be supplied. Activities have been designed for families to work on together and parents/guardians are encouraged to get involved.

A hot or cold selection of children’s party food can be made available in the Oriel Restaurant through the Museum’s catering franchise holders, Elior UK Limited, priced from £3.50-6.00 per child. Food can also be ordered for adult guests supervising the party. Please pre-book your catering direct with Elior UK on 029 2057 3336 or email [elior@museumwales.ac.uk](mailto:elior@museumwales.ac.uk).

Choose ONE of the following activity options:

Select One	Activity & Description	Age Suitability
	<b>Flower Collages</b> Children will create a paper based collage inspired by Monet’s waterlilly paintings. They will experiment with transparent papers and paints to create water effects and build flowers from the background.	Age 5 +
	<b>Cloth Bags</b> Decorate a cloth bag to take home with your own design or favourite Museum object.	Ages 5+
	<b>Dinosaur Masks</b> Children will create their own dinosaur mask based on the dinosaurs in the Evolution of Wales Gallery. They will experiment with different colours and textures and consider how we know what colours the dinosaurs might have been.	Ages 5+
	<b>Animal Puppets</b> Children will make their own animal puppet based on animals in the galleries that have wings. What stories can they make up using their puppets?	Ages 7+
	<b>Origami Clothes</b> Learn how to make your own origami paper shirt and decorate to make it uniquely yours. What will your shirt say about you?	Age 7+

You can also pre-book goody bags containing novelty items from the Museum shop for the birthday boy/girl and their guests. We require ..... goody bags prices at £3 per child. Goody Bags can be collected by the hirer from the Museum shop on the day of the party.

*All income generated from Children’s Birthday Parties supports Amgueddfa Cymru – National Museum Wales as a registered charity.*

**Signed:** ..... **Dated:** .....

# CHILDREN’S BIRTHDAY PARTY

## Terms and Conditions of Hiring

Please read this carefully before signing, dating and returning the Booking Form

**1. What ‘the Venue’ may be used for**

- 1.1 The Venue houses some of the greatest treasures of Amgueddfa Cymru – National Museum Wales. The Museum allows the Venue to be hired for other events which it considers appropriate. The Museum reserves the right to refuse any event it considers unsuitable or inappropriate
- 1.2 Any booking may be cancelled at any time should the Museum learn that the event differs in any substantial way from the agreed purposes set out in the Booking Form
- 1.3 Any variation from the original booking should be agreed in writing with the Museum
- 1.4 The Venue shall only be used for the agreed purposes set out in the Booking Form and shall not be sub-let or assigned

**2. Provisional Bookings**

- 2.1 Provisional bookings may be cancelled if the Booking Form is not completed and returned within two weeks of it being forwarded
- 2.2 Provisional bookings are only confirmed when a completed and signed copy of the Booking Form and Terms and Conditions are returned to the Museum
- 2.3 In the event that a confirmed booking is cancelled the following charges will apply:
  - Over 6 months from the date of the event      No charge
  - Between 3 and 6 months of the event      25% of hire charge
  - Between 1 and 3 months of the event      50% of hire charge
  - Under 1 month before the event      75% of hire charge
  - Under 1 week before the event      100% of hire charge

**3. Liability**

- 3.1 The hirer shall be responsible for all damage to the Venue and to any property in the Venue during the period of hire or resulting directly from the hire of the Venue.
- 3.2 The Museum shall not be responsible for any loss, damage or injury to anybody attending the Venue for the purposes of the hire whether guests, staff working for or contracted by the hirer.
- 3.3 The Museum shall not be responsible for any loss, direct or indirect, due to any breakdown of machinery, failure of electricity supplies, leakage of

water, fire, government restriction or act of God which may cause the Venue to be temporarily closed or the hire to be interrupted or cancelled

#### **4. Conditions of Hire**

- 4.1 The hirer is responsible for the behaviour and conduct of all those attending the event, to make guests aware of the Fire Instructions (copy attached) and to ensure that they leave by the agreed time.
- 4.2 Children under 14 must be accompanied by a Parent/Guardian at all times. A ratio of 1 supervising adult to 6 children must be observed at all times whether using the designated party room, following a Museum trail or taking part in activities.
- 4.3 Smoking is strictly prohibited throughout the building and its grounds
- 4.4 Candles and any other use of naked flames are strictly forbidden
- 4.5 The choice of activity is dependent on staff availability on your selected date although we will always endeavour to provide your first choice activity.
- 4.6 The hirer is responsible for the return of all art and craft resources supplied on loan, and in good faith, for the purposes of the event. The Museum reserves the right to charge the hirer a minimum charge of £25 for unreturned art and craft materials.
- 4.7 Under no circumstances may electrical equipment be installed or used without the prior written agreement of the Museum and under the supervision of Museum staff. The Museum reserves the right to refuse the use of any technical equipment it reasonably considers to be unsafe or inappropriate or which has not been properly approved.
- 4.8 Nothing shall be attached to or suspended from any part of the Venue without the prior approval of the Museum and in conjunction with Museum staff.

#### **7. Museum Staff**

- 7.1 Museum staff work under the sole guidance and instruction of the Museum and to ensure that the conditions of hire are adhered to.
- 7.2 If the conditions of hire are breached the supervising officer on duty is authorised to ask for appropriate steps to be taken to rectify the breaches up to and including cancellation or suspension of the event.

#### **8. Catering**

- 8.1 For security and health & safety reasons, the Museum's catering franchise holder, Elior UK Ltd, must be used should catering be required. No other food or drink is permitted in the designated party room unless supplied by Elior UK Ltd
- 8.2 Unless otherwise agreed, party food will be set up and served in a reserved area in the Oriel Restaurant or Suite.
- 8.3 The hirer may provide a pre-packaged birthday cake but naked flame is strictly prohibited and candles cannot be used.

**9. Cleaning**

- 9.1 The cost of hire includes reasonable cleaning of the Venue although as a courtesy it would be appreciated if parents/guardians could help the Activity Leader with tidying after the art/craft activity.
- 9.2 The Museum reserves the right to levy an extra charge to the Hirer should unnecessary and excessive cleaning be required due to the negligence of the hirer, their guests or contractors

**10. Payment**

- 10.1 Payment in full must be made at least two weeks before the date of hire. Cheques should be made payable to 'National Museum Wales', Card payment will be accepted over the telephone during normal office hours.
- 10.2 Should payment not be received in advance the Museum reserves the right to cancel the event without notice

## **NATIONAL MUSEUM CARDIFF**

**BEFORE your event begins please make your guests aware of the following.**

- If the Museum's fire alarm is activated please follow the instructions of the Museum Assistants or other member of the Museum staff who will, if necessary, escort you out of the building.
- Fire exits are clearly indicated
- Location of Ladies and Gents cloakrooms and baby changing facilities
- Children under 14 must be supervised by an adult at all times whether using the party room, following a Museum trail or taking part in activities. Please allow a ratio of 1 supervising adult for every 6 children.
- The whole of the building is a no-smoking area. If anyone is found smoking inside the building they may be asked to leave the premises and/or the event halted.
- Please ensure that you take any personal belongings with you after the event.



# Children's Parties



## The Museum Great Spread

Selection of finger sandwiches  
Selection of filled rolls  
Mini sausage rolls  
Vegetable sticks and dips  
Pizza bites  
Cheese and pineapple  
Selection of crisps  
Mini chocolate brownies and flapjacks

£6.95 per child



## The Museum Junior Spread

Selection of finger sandwiches  
Bitesize sausage rolls  
Chicken nuggets  
Vegetable nuggets  
Crisps selection  
Mini chocolate muffins

£4.95 per child



## The Museum Hot Spread

Sausage, beans and chips  
Chicken nuggets, chips and peas or  
Fish goujons, chips and peas  
(Mash potato available as an alternative)

£3.75 per child

## Drinks

Fruit Juice - £1.25

Milk - £0.95

Squash selection - £0.75

Traditional Welsh Ice Cream - £1.75

Birthday cakes can be brought in but no naked flames are allowed

Minimum of 12 per party. Please note that all prices are exclusive of VAT



national  
museum  
cardiff  
amgueddfa  
genedlaethol  
caerdydd

To discuss your requirements in more detail please contact us on:  
Telephone: 029 2057 3336 Fax: 029 2023 3979  
E-mail: [elior@museumwales.ac.uk](mailto:elior@museumwales.ac.uk)