



## **BIRTHDAY PARTY ACKNOWLEDGEMENT FORM**

Thank you for celebrating your child's birthday @ eXplorerkid!  
*Our friendly Guest Relations Officers will tick '✓' the boxes accordingly and explain the Terms and Conditions to you.*

### **1. Invitation Cards**

- I have received \_\_\_\_\_ invitation cards.

### **2. Programme Highlights**

- 1<sup>st</sup> hour –
  - Free playtime in eXplorerkid main play areas (\_\_\_\_\_)  
(Excludes play @ Ball'O'City / Adventure Highlands)
  - Consumption of Meals in Party Room (\_\_\_\_\_)
- 2<sup>nd</sup> hour – Party celebration at the Party Room (\_\_\_\_\_) (Party celebration during the second hour for Games/Activities and Cake Cutting)

### **3. Confirmation for Party**

- Confirmation of guest list (names of kids attending the party) must be provided by 3pm on Wednesday of the party week for registration purposes.  
**Latest Date:** \_\_\_\_\_
- NO** refund will be given for any absence of the guests (kids).
- Orders* for Kids' Meal/ Adult Tea Menu/ Adult Vegetarian Menu/ Adult Buffet Menu/ Adult Lunch or Dinner Menu must be made at least **ONE WEEK** before the day of the party.  
**Latest Date:** \_\_\_\_\_
- Any *amendments* to the Kids' Meal/ Adult Tea Menu/ Adult Vegetarian Menu/ Adult Buffet Menu/ Adult Lunch or Dinner Menu must be made by 3pm on Wednesday of the party week.  
You may Email: [kidsbirthday@explorerkid.com](mailto:kidsbirthday@explorerkid.com) or Fax: 65848150  
**Latest Date:** \_\_\_\_\_
- Email us your child's picture (less than 1MB) 1 week in advance to: [kidsbirthday@explorerkid.com](mailto:kidsbirthday@explorerkid.com)  
**Latest Date:** \_\_\_\_\_

### **4. Pre-Booking of Play Stations**

- Enjoy discounted rates for play stations:  
(Pre-booking required with a minimum of **10** kids per station at least 24 hours before the party starts)
  - Ball'O'City (for 3 years and above) \$4.50 per ½ hr
  - Adventure Highlands (min. height of 1.1m) \$4.50 per circuit

### **5. Socks**

- All guests (kids & adults) **MUST** wear SOCKS upon entry to eXplorerkid. Otherwise, socks can be purchased at \$2.50 per pair.

**6. Party Room Usage – Optional \*Subject to Availability**

- There will be a charge of \$200 for 2 hours for extension of party room usage\*.
- Confirmed parties with 30 and more children will require a **FULL** payment of \_\_\_\_\_ for an additional party room to be opened up\*.
- There will be a charge of \$100/hr for request of an additional party room with party less than 30 kids.

**7. Other Terms and Conditions**

- Strictly **NO** alcohol and outside food is allowed in eXplorerkid with the exception of the Birthday Cake.
- Kids aged 24 months (2 years) and above will be considered as paying guests (kids). Food and goodie bags are not provided for toddlers (below 24 months).
- Kids' meals and drinks served at the party are **STRICTLY** meant for kids.
- Takeaway boxes will not be provided by eXplorerkid in the event of additional food. Please be advised to bring your own takeaway boxes.
- Free admission for one accompanying adult per paying child guest. \$2 per entry per additional adult applies.

**8. Refund Policy**

Request for cancellation of Birthday Party Packages	
50% of the package amount	More than 72 hours prior to the event date
30% of the package amount	Within 72-48 hours prior to the event date
No refund	Less than 48hours prior to the event date
Based on case-to-case basis	If death/medical reasons occur, supported documents are required (Eg.Death/Medical certs)

- Refund will take 2-3 weeks to process

**9. Additional guests during the party day**

- If guests bring their siblings or other relatives to join the party, the charges will be:

Additional Adults: \$2.00 each	Additional kids (≥ 2 yrs old): \$25/\$32/\$40 each (EK Member)
	\$28.75/\$36.80/\$46 each (Public)

- Charge to the Host
- Charge to the Guests (Parents)

- If guests forget to bring along their socks, the socks charges would be:

Socks: \$2.50 per pair
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- Charge to the Host
- Charge to the Guests (Parents)

If you have fully understood and agreed to the Terms and Conditions stated above, please sign below.

Acknowledged By:

Customer's Signature \_\_\_\_\_

Staff's Signature \_\_\_\_\_

Customer's Name: \_\_\_\_\_

Staff's Name: \_\_\_\_\_

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

