



# SCIENCE WORKSHOP BIRTHDAY PARTY

## TERMS AND CONDITIONS

By booking a party at Scitech, you agree to the following terms and conditions.

### Deposit

A booking deposit of \$100 is required at the time of booking. This deposit is **non-refundable** and forms part of your final payment for your birthday party. You may however change the date and/or time of your party using your \$100 deposit. If you reschedule your booking the new party date must fall within 6 months of the original party date. If you decide to reschedule a party you must provide at least 4 weeks' notice. Insufficient notice will result in your deposit being forfeited.

### Payment

Please note the minimum charge for a birthday party is \$375.00, which covers the minimum of 15 birthday guests. A maximum of 30 children also applies. The maximum number of children is in place to adhere to health and safety requirements of the birthday venue and cannot be compromised under any circumstances. **Payment and confirmation must be finalised by 12 noon on the Wednesday preceding the party.** Changes to attendance numbers cannot be made after this time.

Entrance fees will apply to any children who accompany invited guests (for example siblings) and extra adults. This entry fee is payable on the day at admissions counter. Additional adults are charged at child's prices. Any extra children will not be included in the birthday party or party activities and must be supervised within the centre. Please do not bring helium balloons into Scitech as they pose a threat to our air-conditioning system. No hot urns are allowed in Scitech due to occupational health and safety reasons.

### Refunds

Once party payment is finalised, we will not be able to provide cash refund for any "no-show" children. Instead, a refund will be provided in the form of Complimentary Passes which can be used for children or adults entry into Scitech. It will be the parent's responsibility to inform the party host of any no-shows and collect passes. Please note the "no show" policy only applies once the minimum of 15 children is met.

### Supervision

Parental supervision is required at all times. The birthday host is not responsible for the birthday group after the allocated party time. Birthday groups are given a 1:1 adult/child ratio free of charge. We ask that these ratios are adhered to for reasonable supervision. Extra adults attending with the group incurs an admission fee (child's rate) that is payable on the day at downstairs admission.

### Catering

The Science Workshop party does not have allocated food eating time, only allocated time for the serving and eating of the birthday cake. If you would like to have catering at your party, please book a Self-Catered Party. If you would like to supply food for your guests outside of the allocated birthday times (i.e. before or after the party), you are welcome to do so, but Scitech will not be able to provide you with an allocated eating space or any utensils/appliances. For external catering, the Saturn Café located below Scitech does offer dining space available to hire before or after your party time. More information can be found [here](#).

### Birthday Cake

You are welcome to bring your own cake, or for your convenience we are able to offer a Peters round Neapolitan ice-cream cake at an additional cost of \$15 (serves 10 – 12). We provide candles with the ice-cream cake but should you wish to bring your own cake, you will also be required to bring your own candles.

### Cleaning

Please take any left-over cake you wish to save. Scitech will dispose of any cake left uneaten that is left behind. Scitech will clean all plates, cups and spoons provided by Scitech. Scitech will clean the party room after the party.

### Party Schedule

Birthday parties runs for 1.5 hours and includes greeting (10mins), a puppet or science theatre show (30mins), a hands-on workshop run by the party hosts (20mins), birthday cake time (15mins) and a guided take home science activity run by the party hosts (15mins). Scitech parties run at 9.50am - 11.20am, 11.20am – 12.50pm, 1.20pm – 2.50pm or 2.50pm – 4.20pm.

### Parking at City West

Please note that City West has new procedures in place for car parking. Scitech offers free parking in the undercover areas - please come through the boom gates, obtain a car parking ticket from the ticketing machine and validate it on arrival at Scitech admissions desk to get free parking all day. If you park in the outside car parking area, you will need to obtain a car parking pass from our ticketing counter and display it on the dashboard of your cars so that you can park all day at City West.



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### **Arrival / Departure**

Children *and* parents need to be assembled at the allocated party time. Liaise with our front of house staff for storing presents for distribution *after* the party finishes.