



Egypt Centre Party Booking Form

Please ensure your completed booking form is returned to egyptcentre@swansea.ac.uk within five working days of booking your visit.

Date of Party																						
Name of Party Organiser																						
Address (including Postcode)																						
Contact Email Address																						
Contact Phone Number																						
Name of Birthday Child																						
Number of Children (Please note the maximum is 10) (£10 per child)																						
Age Range of Children																						
Which Package have you selected? (If you have selected the Seth Package, please list your chosen activities.)																						
Do you want extra time in the Party Area? If yes, how much longer? (For every 30 minutes extra, there is a charge of £5.)																						
Do you want goodie bags for your guests?																						
Please write how many of each item you want in the goodie bags. (Please check with the museum shop for availability of stock)	<table> <tr> <td><input type="checkbox"/></td> <td>Scarab Beetle</td> <td>75p</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Pharaoh Pen</td> <td>£1</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Pharaoh Pencil</td> <td>£1</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Pharaoh Crayon</td> <td>£1</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Chubby Eraser</td> <td>£1.20</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Large Bookmark</td> <td>£1.50</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Pen and pencil set with eraser</td> <td>£1.70</td> </tr> </table>	<input type="checkbox"/>	Scarab Beetle	75p	<input type="checkbox"/>	Pharaoh Pen	£1	<input type="checkbox"/>	Pharaoh Pencil	£1	<input type="checkbox"/>	Pharaoh Crayon	£1	<input type="checkbox"/>	Chubby Eraser	£1.20	<input type="checkbox"/>	Large Bookmark	£1.50	<input type="checkbox"/>	Pen and pencil set with eraser	£1.70
<input type="checkbox"/>	Scarab Beetle	75p																				
<input type="checkbox"/>	Pharaoh Pen	£1																				
<input type="checkbox"/>	Pharaoh Pencil	£1																				
<input type="checkbox"/>	Pharaoh Crayon	£1																				
<input type="checkbox"/>	Chubby Eraser	£1.20																				
<input type="checkbox"/>	Large Bookmark	£1.50																				
<input type="checkbox"/>	Pen and pencil set with eraser	£1.70																				
How many goodie bags would you like in total?																						



Terms and Conditions of Booking

The Role of The Egypt Centre

- The Egypt Centre ("We") will provide fully trained activity leaders to work with groups of children for Museum-led bookings. All staff and volunteers working with the party will be fully enhanced DBS checked.
- We will start the 90 minutes of activities at 12.30pm. We will have to start promptly at that time even if anyone is late, since otherwise this would impact the schedule and staff time. The activities would be planned to finish at 2.00pm. Then the group will be taken to the 'Party Area' for the remaining 30 minutes. Extra time can be booked in the Party Area at a charge of £5 for each additional 30 minutes, up to the cut-off time of 3.30pm.
- If the 90 minutes of activities are completed early, party guests will either be given time to look around one of the Museum galleries or will be taken to the Party Area to spend the remainder of the 90 minutes there, in addition to the 30 minutes already allocated.
- We will endeavour to provide all the activities that have been booked. However, if it takes longer than planned to complete an activity, the duration of any remaining activities will either have to be shortened or some activities may have to be dropped completely.
- We will provide all materials and equipment needed for each activity, including arts & crafts equipment. We will also provide each child with a clipboard, pencil, and paper for their use during the visit (most activities do not require a worksheet), along with an activity pack which will contain a variety of colouring pictures and puzzles.
- Once the staff-led activities have ended, the party will be taken to the Party Area. The remaining 30 minutes of time will be spent there and will be the responsibility of the Party Organiser. The Party Organiser will need to provide food, drink and games if wanted. Candles or flammable items are strictly prohibited for Health and Safety reasons. We do allow decorations to be put up where possible in the Party Area, subject to prior approval by a member of staff.
- The Museum part of The Egypt Centre will remain open to members of the public during the party. Whilst members of the public will not be allowed to take part in any staff-led party activities, we cannot prevent them from watching any of these that are taking place inside the Museum galleries.
- The Party Area is for the sole use of the party. Members of staff may need to walk through the area to access the connected stationery cupboard. Also, if anyone is in the Party Area and not a party guest, members of staff will be on hand to usher them away.
- The Party Area is located near the male, female, and disabled toilets which have baby-changing facilities. There are also rubbish bins nearby.
- We will provide a coatrack and metal trolley for storage purposes.
- Once all guests have arrived, staff will meet and greet the party, give brief Health and Safety guidelines, and then begin the booked activities.
- There is CCTV in all parts of The Egypt Centre, including the Party Area. However, The Egypt Centre accepts no responsibility or liability for any damage to or loss of personal property belonging to a member of the party.
- We welcome feedback from the party, and the Party Organiser will be given a questionnaire to complete and return, at the end of the party.



The Role of the Party Organiser

- Please ensure all guests know that staff-led activities will start at 12.30pm promptly and that they will need to arrive before that time. Otherwise, we will have to start the booked activities without them due to the constraints of scheduling and staff time.
- Please arrive before any guests are due to arrive in order to set up the Party Area and meet staff. The Egypt Centre will not provide refreshments, and it is the Party Organiser's responsibility to provide these, together with any necessary utensils, and party games. Please be aware that party games can only take place in the Party Area, and not in the Museum galleries themselves.
- Once all guests have departed at the end of the party, please ensure that the Party Area is tidied and left in the same condition as upon arrival. We can provide a broom and dustpan to assist with any tidying. There will be a charge of £50 if the Party Area needs to be cleaned by staff following the party.
- If any damage to the Taliesin Arts Centre or The Egypt Centre property occurs and a party guest is responsible, the Party Organiser may be held liable for any repair costs.
- Although staff members will always be on hand, it is the responsibility of the Party Organiser to maintain order amongst the party guests whilst inside The Egypt Centre and Taliesin Arts Centre building.
- Photography is allowed inside the Museum. However, please be aware that We have young volunteers working in the Museum on Saturdays, and photos of them are strictly prohibited.

Payments and Refund Policy

- Payment is required at least 7 days before the party date.
- We will not be able to provide a refund in the event that a guest or guests cannot attend. This includes the price of their goodie bag(s). (Although, any such paid-for goodie bag(s) will still be given to the Party Organiser in these circumstances.)
- We will also not be able to provide a refund in the event that any extra time booked in the Party Area is cancelled or no longer required.

Please sign, print your name, and date below to confirm that you have completed the booking form and fully agree with the above Terms and Conditions.

Sign		Print Name	
Date			