



## Birthday party information pack

### Centre for Wildlife Gardening

#### Hire Times and Fees

- Sundays only
- 10:00am-1:00pm or 1.30pm-4.30pm: **£108**
- 10.00am-4.30pm: **£234**

All prices are inclusive of VAT

Party bookings are for set time slots, AM or PM at timings listed. Bookings for all day are required to pay for both time slots plus the 30 minutes in between.

Set up and break down is included in the hire time. The classroom at Centre for Wildlife Gardening will not be available outside of your booking time. Booking time coincides with site opening and closing times, or other available booking slots, and therefore cannot be earlier or later than specified.

Site opens at 10:00am closes at 4.30pm all year round.

Therefore, for morning parties, guest arrival is suggested from 10:30am and departure at 12.30pm; for afternoon parties, guest arrival is suggested from 2.00pm and departure at 4:00pm. This will allow enough time for set up and tidying up within your allotted time.

Please note that space is offered as a community opportunity for your internal team or family use, and not for commercial activity for an organisation. If you are looking to host an event of which you offer tickets available to the public, do get in touch to discuss further.

#### Facilities

- Exclusive use of the classroom (the outside areas remain open to the public)
- Use of kitchenette: kettle, sink, microwave (shared with staff)
- Outside toilets with disabled access and baby changing facilities

#### Capacity

The classroom is 50 square metres in size and has 3 large tables (110cm x 110cm) and 30 chairs. The maximum capacity for parties is 20 children (plus associated adults).

## Rules and regulations of hire

Because we are a nature reserve, there are a few site rules at Centre for Wildlife Gardening that you must comply to, for your party. Please read these before deciding if Centre for Wildlife Gardening is right for your party.

### Roles and responsibilities

Centre for Wildlife Gardening is seen as the 'provider' and the children's party group, is seen as the 'user'. Both 'provider' and 'user' have roles and responsibilities whilst on the nature reserve and these roles and responsibilities are outlined below.

<p><b>As the 'provider' we will:</b></p> <ul style="list-style-type: none"><li>- Offer the sole use of the classroom for hire</li><li>- Offer guidance for preparation and follow-up to the visit e.g. payment, hours etc. through this document</li><li>- Facilitate the use of the classroom on the day</li><li>- Take a level of responsibility for the group by briefing the leaders on health and safety on the site, briefing the leaders on the use of the classroom and site, and being the 'go-to' facilitator for the session.</li></ul>	
<p><b>As the 'user' you will:</b></p> <ul style="list-style-type: none"><li>- Be fully responsible for your group's safety and behaviour prior to and after the session, and at all times whilst on site and ensure that children under 16 are supervised by a parent or guardian at all times.</li><li>- Ensure that agreed times are adhered to (times booked <i>include</i> set up and pack up time)</li><li>- Ensure that payment is made according to terms of the invoice</li><li>- Use the classroom and site responsibly, being aware of the site as a nature reserve and so being sensitive to the site's needs (e.g. no bouncy castles, no traveling zoos, no livestock, no domestic animals, no fireworks, please ask if unsure)</li><li>- Ensure that no decorations that could disperse into the nature reserve and potentially harm wildlife are used on site (including in the classroom): this includes <b>No balloons</b>; paper streamers, piñatas, confetti, glitter, or any items with small plastic parts</li><li>- Note that tents/gazebos and structures such as bouncy castles and inflatable paddling pools are not permitted.</li><li>- Note that London Wildlife Trust staff are not able to provide any tools or construction materials for the setup of the party.</li><li>- Ensure the majority of the event (food, music etc.) is held in the classroom.</li><li>- Ensure any outdoor activity does not disrupt the enjoyment of the space for other visitors and our neighbours.</li><li>- Leave the classroom and site as it was before the event</li><li>- Take all refuse from your event off site.</li></ul>	<p><b>Please note</b>, the following are <u>not permitted</u> at Centre for Wildlife Gardening, including in the classroom</p> <ul style="list-style-type: none"><li>• <b>Alcohol</b></li><li>• <b>Balloons, piñatas, confetti, glitter or small plastic decorations</b></li><li>• <b>Dogs (except registered assistance dogs)</b></li><li>• <b>Smoking (please exit the site to smoke)</b></li></ul>

*Site staff reserve the right to refuse use and/or remove items, and refuse entry and/or ban from site, to comply to regulations listed.*

## Wild Party Activity Package

At Centre for Wildlife Gardening, wildlife activities give your child a chance to learn about nature and explore the great outdoors in a safe environment, the perfect addition to any children's party on a nature reserve.

Groups are safely led in all activities by our trained and experienced outdoor learning educators. All our educators have enhanced DBS checks.

Parents/Guardians should make sure children are dressed appropriately for the weather and wear appropriate footwear. Children remain the responsibility of parents and carers throughout the party and must be supervised at all times (including during any activity).

The activities below are accurate as of 1st August 2019 and may differ to those advertised through other channels. Please note that we need a minimum of 3 weeks for wildlife activity requests. Any orders after this time cannot be guaranteed.

Children must be supervised at all times with the following ratios (in addition to the educator):

- 1 adult for every 3 children under 5 years
- 1 adult for every 4 children age 5 to 7
- 1 adult for every 6 children age 8 to 10
- 1 adult for every 8 children age 11 to 18

<b>Age range of children</b>	<b>Duration</b>	<b>Activity</b>	<b>Cost</b>
<ul style="list-style-type: none"> <li>• 2-5 years</li> <li>• 5-8 years</li> <li>• 8-14 years</li> </ul>	1 hour	<p><b>Wild Party Activity</b></p> <p>Children will first enjoy a nature story or play fun games to introduce the animals they may encounter. Exploring the site, children will then learn where to look for minibeasts in different habitats. The young detectives will root for worms, look under logs for woodlice, slugs and snails and a whole host of other creatures and in bushes for beetles and spiders. Our freshwater ponds are a home for many types of small animals, and our detectives will be able to dip into this aquatic world to see what lives beside, on and under the water's surface. The equipment used and specific activity will be tailored to the age of the group, time of year and weather conditions. If there is heavy rain, high winds or a storm, activities will be nature based crafts in the classroom.</p>	Up to 20 children <b>£96</b>
<ul style="list-style-type: none"> <li>• 2-5 years</li> <li>• 5-8 years</li> <li>• 8-14 years</li> </ul>	1.5 hours	<p><b>Wilder Party Activity (as above plus campfire and marshmallow roasting)</b></p> <p>Make your party even wilder with a campfire and marshmallow roasting. This is a great addition to any party but especially perfect for those colder months. You can split up the activity and campfire within the party, we recommend that you start with the one-hour activity, then have a break where children can have any party food that you provide, and then have the 30 minute campfire. Please specify on the booking form if there are any dietary requirements, we can source vegetarian or halal marshmallows if necessary.</p> <p><i>*If it is raining heavily, high winds or thunder and lightning, we will not be able to hold the campfire, in such circumstances your wildlife activity will be extended and will include an additional nature craft indoor activity</i></p>	Up to 20 children <b>£162</b>

## Costs

*Costs for the activity packages are in addition to the £102 room hire.*

### Wild Party Activity Package:

- 1 hour session: £80 + VAT (£96 inc. VAT)

### Wilder Party Activity Package (with campfire):

- 1.5 hour session with **campfire and marshmallow roasting**: £135 + VAT (£162 inc. VAT)

Wild Party Activities are subject to availability of an activity leader.

Please note that you will not be able to supply your own wildlife activities entertainer for birthday parties. You can hire an external children's entertainer providing they do not conflict the rules of the site. Entertainers must perform in the classroom only.

## Catering

Please note that there are no cooking facilities in Centre for Wildlife Gardening, and limited refrigeration space. A microwave is available for heating baby milk (or similar). Adults are welcome to use the kettle and mugs for hot drinks but please bring your own tea, coffee, milk etc.

Pre-prepared, cold, buffet style dining is therefore the most suitable option for your hire.

You will need to provide your own serve ware, crockery, napkins etc., as kitchen facilities in the studio are limited.

*We recommend you use reusable plates bowls and cups, or recyclable paper plates, bowls and cups as opposed to single use plastic.*

## Location and Transport

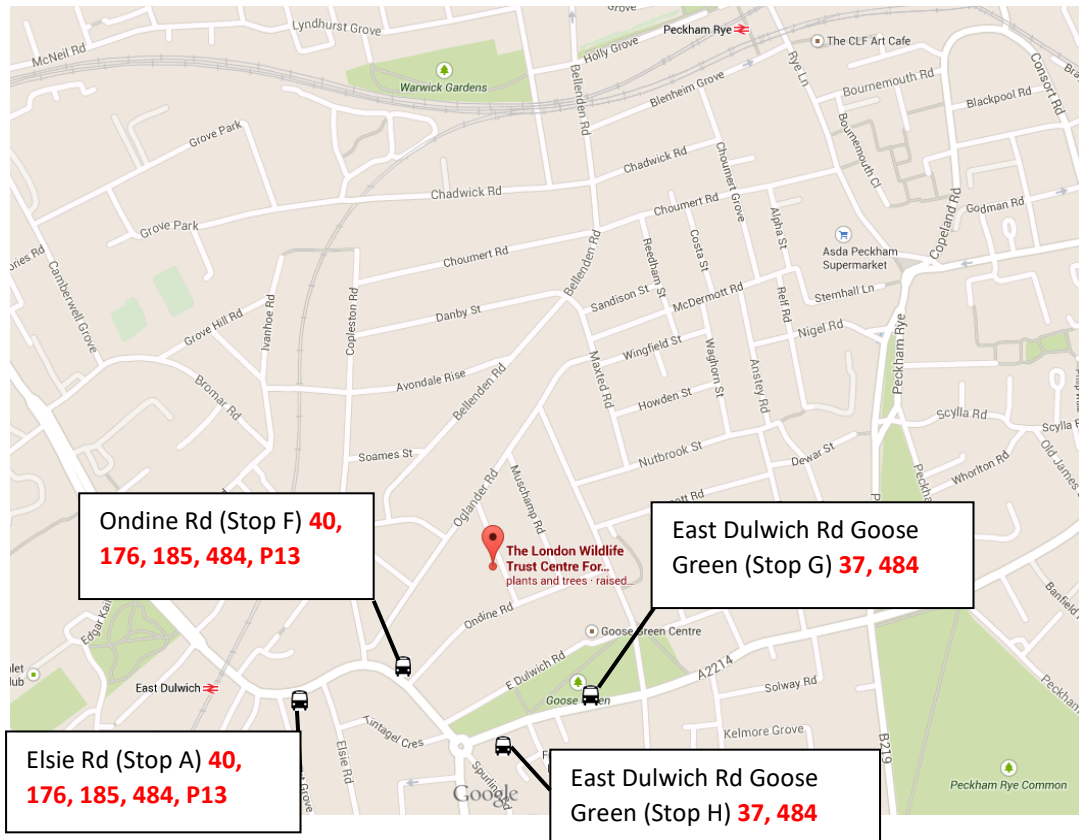
**Address:** Centre for Wildlife Gardening, 28 Marsden Road, London, SE15 4EE

**By Train:** Nearest stations are East Dulwich (approx. 0.4 miles away) and Peckham Rye (approx. 0.6 miles away). See map for locations relative to the Centre for Wildlife Gardening.

**By Bus:** Nearest bus stops are Elsie Road, Ondine Road, East Dulwich Road Goose Green (Stop H) and East Dulwich Road Goose Green (Stop G). See map for locations relative to the Centre for Wildlife Gardening and bus numbers.

**By Bike:** Please ask a staff member and they will show you where bikes can be safely parked.

**By Car:** We ask you to encourage your guests to travel here by public transport, bike or on foot to limit minimise the environmental impacts of our birthday parties. There is free street parking on surrounding roads but no public parking inside the gates.



## Payment

- Payment is by invoice and must be paid within 30 days of confirming your booking.
- Invoices will be raised via the email provided on your booking form through our finance team.
- If you wish to pay by cheque, please wait until you have received your invoice, which will include the correct address to send payment to.
- Please do not bring cash payment on the day with you, as it will not be accepted.

## Cancellations and postponed sessions

- If you need to cancel your booking, please inform us at least five working days in advance of the date and you will receive a full refund of your booking payment. If you do not cancel in advance you will be charged a non-negotiable admin fee of £50.
- If you need to reschedule your booking, please inform us at least five working days in advance of the date. Sessions not rescheduled in advance will also be charged an admin fee of £50.
- Sometimes sessions will need to be postponed or cancelled at short notice because of unforeseen circumstances (e.g. extreme weather conditions). If this occurs, your session will be rescheduled to a later date without incurring any admin fees. Sessions will be fully refunded if you are unable to reschedule.

**Centre for Wildlife Gardening classroom images**





## Frequently asked questions

**1. *Can we make an appointment to view the venue before the party?***

We don't have appointments to show people around before a party but the centre is open Sunday to Thursday 10.30am-4.30pm. During this time you are welcome to come and look at the space, if the classroom is in use you can still view it through the window.

**2. *Can we come earlier to set up?***

Any set up must be done within your allotted time slot. You cannot access the room before 10.00am for morning parties and 1.30pm for afternoon parties.

**3. *What time do we have to leave the classroom?***

You must have packed away and vacated the studio at the end of your allotted time slot. We ask you to clean up within that time. If you have booked the morning session there may be a booking straight after you. If you have booked the afternoon session, the building will be closing at the end of your booking.

**4. *Can we leave our rubbish from the party at the site?***

You must take away all rubbish and recycling from the site. Rubbish may not be left in the classroom or in the larger bins at the centre. As a working site, we accumulate rubbish on a day to day basis, we have limited space to store this rubbish and cannot accommodate extra rubbish generated by parties.

**5. *Can we put up decorations?***

Decorations such as bunting can be put up inside the classroom. We encourage you to use reusable bunting rather than single use plastic bunting. No decorations are permitted outside.

Balloons are not allowed anywhere on site. Any decorations with small parts like pinatas, streamers, confetti canons and glitter are not permitted anywhere on site.

**6. *Can we bring a children's entertainer?***

We have a Wild Party Activity Package that you can book alongside your room hire for birthday parties. For more information see page 3.

You can hire an external children's entertainer providing they do not conflict the rules of the site. Entertainers must perform in the classroom only. No live animals can be brought in by an entertainer. Entertainers may not do any activities that involve the use or distribution of balloons, glitter, or small plastic parts. Noise from the entertainer must not disturb other users of the nature reserve or wildlife.

Please note that you will not be able to supply you own 'wildlife activities' entertainer for your party.

**7. *Can we provide alcohol for the adults?***

Alcohol is **not permitted** on the nature reserve, including inside the classroom.

**8. *Can we bring our own catering?***

Yes you may bring your own catering. There are limited kitchen facilities, a microwave, kettle and sink. There is very limited refrigeration space as the fridge is used by our site staff. You may bring in outside catering, this must be delivered within your booked time, and parking adhered to as per question 11. We recommend you use reusable plates bowls and cups, or recyclable paper plates, bowls and cups as opposed to single use plastic.

**9. *Can we play music?***

Music can be played in the classroom only. The volume must be kept within a level so as not to disturb other users or wildlife at the nature reserve. Music must be turned down at the request of a member of staff if it is deemed too loud or unsuitable.

**10. *Do you have wi-fi?***

Yes there is wi-fi in the classroom. The login and password are on the wall in the classroom, if you can't find it please ask a member of staff.

**11. *Can we park on the site?***

There is no parking on site. If you need to drop off items, you may park briefly at the entrance. Vehicles cannot be left in the driveway during parties, access must remain clear at all times for emergency vehicles. We ask you to encourage your guests to travel here by public transport, bike or on foot to minimise the environmental impacts of our birthday parties.

**12. *Can we bring our dog?***

Dogs and other animals are not to be brought to the nature reserve including inside the classroom. Registered assistance dogs only are permitted.

**13. *Can we access to the nature reserve during the party?***

Yes individuals can access the nature reserve during the party, but the party itself must remain inside the classroom. You must be respectful of other reserve users and children must be accompanied by an adult at all times.



**14. How should I pay?**

Our finance team will send you an invoice shortly before your party, in some circumstances this may happen just after your party. Do not worry if you have not received your invoice before your party, your party will still be going ahead. Please do not bring cash or cheque to pay for your party on the day, it will not be accepted.