



College Lodge, Old College Gate, College Road, Dulwich Park SE21 7BQ  
02035199340

## COLLEGE LODGE

### Parties for 4-5 year olds

Welcome to the wonderful world of Whippersnapper Parties!  
Celebrate your child's birthday with a party tailor-made to suit your child.

#### Our 4 – 5-year-old package includes;

- Whippersnapper music workshop
- Drumming
- Face painting
- Dressing up and disco
- Party games and parachute play
- Magic show
- Bubbles

You also have at your disposal, a P.A. System, disco lights, and basic Kitchen facilities.

The Party Booking is for **4 hours** and costs **£380** (up to 30 children) or **£275** if you bring your own entertainer.

The party lasts for **2 hours** with an hour on either side for setting and clearing up.

#### PARTY TIME:

**Saturday 11am – 1pm or 3 – 5pm**

**Sunday: 11am-1pm or 3pm – 5pm**

A payment of **£380/£275** is payable prior to confirmation of your booking.

#### Cancellation Policy:

More than 21 days' notice full refund minus £30 booking fee.

Less than 21 days – non-refundable but option to reschedule a new date.



We don't provide helium on our College Lodge site. If you'd like to bring your own helium canisters, you must take them home with you at the end of the day, as our rubbish collection provider is unable to dispose of them.

## Important Information

*Please read before filling in booking form*

### What is included in your party package?

- Hire of the venue- either the café dining area, cabin, garden and yurt or the café dining area, breakout room and upstairs workshop space.
- Basic kitchen facilities, eating area with tables, tablecloths and chairs
- Entertainment space with disco lights, sound system
- A party coordinator/ entertainer and second staff member on site to support with site management.

#### **The role of a party co-ordinator/entertainer is to:**

- Contact the party family to plan bespoke entertainment for the birthday child and provide entertainment on the day for the birthday child and guests.

### Option 1 Café dining area, cabin, garden, and yurt



**Café dining area**



**Yurt, cabin and garden space**



## Option 2

Café dining area, breakout room and upstairs workshop space



**Café dining area**



**Small breakout room for parents**



**Upstairs workshop space**

## What happens on the day of the party?

### **Setting up;**

- The room is booked for 4 hours but the party booking is for 2 hours.  
*Please check your party time; Saturdays and Sundays: 11am – 1pm and 3 – 5pm*
- The extra two hours are for setting up before and clearing up after the party.
- When you arrive, the tables and tablecloths will be set up, and the party coordinator will be organizing the equipment needed for the entertainment.
- You, as the party host, will be responsible for putting up any additional party decorations that you bring to the venue. No tape or pins should be used so please bring blu-tack and string.
- If there are any last-minute requests use the setting up period to speak to the Party Coordinator.

## Kitchen Facilities (available to party bookers)

- Microwave
- Fridge
- Kettle

*Please note no hot food should be prepared on site and there is no cooker available for public use (please ensure you bring your own plates, cups and crockery).*

## Entertainment booked through Whippersnappers

The Whippersnapper party entertainer will contact you a couple of days before your party to plan the entertainment. We usually provide a 20 minute arrival time of free play and face painting so the children have time to arrive and settle into the space.

After face painting we do 40 minutes of party games and entertainment before breaking for lunch or tea. After eating we will do more entertainment i.e. magic show, party games, disco, best dancer competition or what you have planned with your entertainer.

## Bringing your own entertainer

If you wish to book your own entertainer then you would need them to provide their public liability insurance and check their DBS status. The entertainer needs to be booked for the full 2 hour duration of the party.

## Clearing up

- *The party space must be vacated within the allocated time unless an agreement has been reached to indicate otherwise.*
- The party space will need to be cleared of food debris and wrapping paper – we supply a vacuum cleaner for you to use.
- Do ensure that you clean the kitchen. All crockery should be washed by hand.
- All rubbish should be bagged in bin liners provided by the Whippersnapper party coordinators.
- If any breakage or spillage occurs please notify the party coordinator.
- Do try to keep your possessions secure as we are not liable for any theft. If you do leave anything behind, please call our Office on 020 7738 6633 or email [info@whippersnappers.org](mailto:info@whippersnappers.org)

## Confirming booking, payment and surcharges

### To confirm your booking

- Payment of **£380/ £275** to be paid via BACS to **Whippersnappers CIC**
- Please use your name, followed by the date of the party as your bank reference
- Booking forms should be emailed to [info@whippersnappers.org](mailto:info@whippersnappers.org) or filled in online via our website.

### PAYMENT

**Whippersnappers CIC**  
**NATWEST BANK**  
Sort Code **60 03 36**  
Account Number **810 162 39**

## **Surcharges**

- Party payments are non-refundable if you cancel without giving at least 21 days' notice. You will however be given an option to reschedule your party at no extra cost.
- If you cancel with more than 21 days notice you will be given a full refund minus a £30 booking fee.
- There is a charge of £50 for every extra half-hour if your party fails to end on time.
- For health and safety reasons, please do not exceed 20 children. If you do, there will be a penalty charge.

## **Notes on health and safety**

### **Numbers attending**

- In compliance with the Children's Act, your party must have the right ratio of adults to children.  
The ratios are as follows:

*For children aged 3 and under it is 3:1 (that is 1 adult to 3 kids)*

*For children aged 4 – 7yrs it is 8:1*

*For children aged 8 and over it is 12:1*

- The maximum of children attending is 20, we recommend 16 due to the size of the venue.
- Be aware when inviting younger children, you're more likely to have more parents and more buggies, so please take this into consideration.

### **Safety**

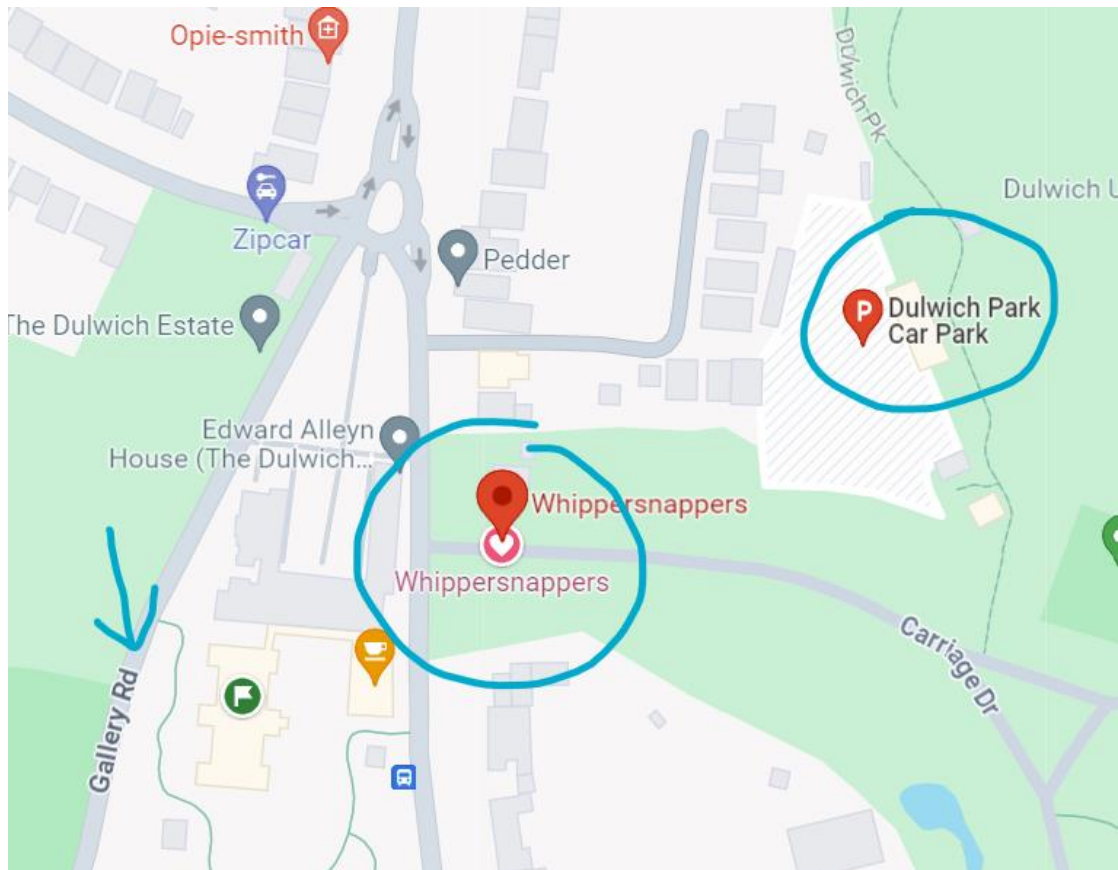
- Parents are responsible at all times for all children present. At no time should any of the children be left without adult supervision.
- Whippersnappers are only responsible for the venue and entertainment. If any children are left on site without parents, they are the responsibility of the party host. We recommend you take parent's emergency contact numbers.
- Food should be consumed in the designated area and children should be encouraged to eat at the table. Please ensure that no one runs around with food. We recommend that pieces of cake be given in party bags as this protects the floor and reduces your clearing up time. If you choose to give children cake to eat at the party this must be done sitting at the table and hands washed afterwards. Please also be mindful of possible food allergies.

### **Fire Regulations**

- Our FIRE PROCEDURES are outlined on the wall by the extinguishers. We expect you to familiarise yourselves with them. Please make sure that none of the fire exits are blocked.

## Parking

- There is paid parking in Dulwich Park or free parking on Gallery Road



Please fill in the party booking form sent to you in the email link or email your form to [info@whippersnappers.org](mailto:info@whippersnappers.org)

\* \*  
**PARTIES** at \* \*  
whippersnappers

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