



## COLLEGE LODGE, DULWICH PARK

### Parties for 1- to 3-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 1 – 3-year-old package includes.

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

You also have at your disposal, garden, kitchen area, a P.A. System, disco lights, bubble machine and basic Kitchen facilities.

On sale are 11-inch inflated Helium Balloons with Ribbons @ **£1.75** each.

#### Supplementary (please call for prices)

- Bespoke themed parties
- Messy play parties

The Party Booking is for **4 hours** and costs **£350** (Up to 20 children) or **£250** (You bring your own entertainer)

#### PARTY TIME:

**Saturday 3 – 5pm**

**Sunday: 11am-1pm or 3pm – 5pm**

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

A payment of **£350/ £300/£250** 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 – nonrefundable but option to reschedule a new date.



Party Cabin



Party Tutor Puppet Show



Upstairs area



Dining area

College Lodge, Old College Gate, College Rd, Dulwich Park, SE21 7BQ  
[info@whippersnappers.org](mailto:info@whippersnappers.org)

020 8693 1682



### Important Information

*Please read before filling in booking form*

### What is included in your party package?

- Hire of the venue – Garden, Yurt, Cabin, Kitchen, and dining area – (Upstairs room included in the £350 package only)
- Maximum of 20 children to attend the party including siblings.
- 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 quality entertainment on the day for the birthday child and guests.

### 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.
- 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).*

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### **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 completion 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.

### **Whippersnappers work in partnership with the following entertainers**

Party Tree – <https://www.facebook.com/partytree.co.uk/>

Balloon modelling, face painting, bubble show and party games.

### **What is the situation with parking?**

College Lodge has paid parking in the park or free parking on College Rd or Gallery Rd.

### **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)

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## Confirming booking, payment, and surcharges

### To confirm your booking

- Payment of **£350/ £300/ £250** 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.
- If numbers attending exceed 30 then an extra fee may be charged to cover the hire of an extra party leader.
- Helium balloons are £1.75 each.

## Health and Safety

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## Numbers attending

### College Lodge has a maximum capacity of 20 children

- 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*

- If the number of children attending your child's party is over 30, please let the office know as we do have an upper limit to the number of children on the premises

## Safety

- Parents are responsible for the welfare of all the children present. At no time should any of the children be left without adult supervision.
- 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.

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)