



TINY TIGERS
PLAY • LEARN • EXPLORE

Event and Party Booking Terms and Conditions

Thank you for your interest in booking our space for your special event. We are excited to be part of your celebration and wanted to provide a list of the services included, and the terms and conditions. With exclusive hire we have a maximum capacity of 15 children and 40 adults.

If you would like to proceed we request that you email confirmation that you are happy with the terms and conditions, and pay a 50% deposit of the package price (total of £500).

Best regards

Elaine Ng
Tiny Tigers Team



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SOUTH QUAY BARISTAS



Event and Party Booking Terms and Conditions

Venue: Tiny Tigers, South Quay Plaza, E14 9SH

Date: Saturday or Sunday, 3.45pm to 6.15pm private hire

Inclusions

Please read the Schedule, Decorations, Layout, Equipment, and Food and Drink, Staffing descriptions below to see what is included in the package. Additional services/options are discussed on the next page and are at additional cost.

Schedule

The entire café will be closed to the public at 3:45pm and all public areas (Playzone, Den, café, buggy park, toilets/nappy change etc) made available for you and your guests on an exclusive basis. You can access all the spaces as you like at will (i.e. no specific session times etc) but we ask that you be aware of giving sufficient time for digestion prior to play for the children.

We request a prompt finish and for all guests to depart by 6.15pm to allow us to complete our end of day cleaning. **Late departures will be subject to a charge of £1 per minute for each minute the room is still occupied after the party end time.**

Decorations

We have fairy lights, flag shaped paper bunting, 'Happy Birthday' bunting, and tinsel backdrops (blue/pink/silver). We have child sized chairs and tables that we will decorate with multi colour polka dot table cloths. You may add additional decoration if you like but please be aware that the cafe is open to the public from 9:30am to 3:45pm. If you add additional decorations we ask that you tidy these up when you are finished. We provide a 30 minute grace period at the end of the booking (our staff will be tidying up other parts of the café during this time) for you to tidy your decorations.

Layout

We can provide suggestions for layout of tables and chairs, and will try to accommodate your preferred layout.

Equipment

We can provide a disco light, speaker (via jack and Bluetooth), and bubble machine (we advise this to be used for a short time, approximately 5 minutes, as the floor will get very slippery).

Food and Drink

Tea for the children is included and we will provide:

- Sandwiches (either ham or cheese)**
- Yoghurt or Cheese Snack **
- Packaged Snack (Organix/Kiddylicious/Yoyo bears)
- Fruit
- Juice box

***in the case of allergies or dietary requirements please let us know at time of booking and we will offer alternatives. We can offer a vegan, lactose free, gluten free soup served with fruit and juice as an alternative tea time offer.*



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Staffing

There will be two members of staff who will serve the food and drink, help with any additional orders, and tidy up during and after the session. They are not childminders and we request that party attendees are supervised by adults from the party with a minimum ratio of 1 adult per 3 children.

Additional Services are available at additional cost, and with prior agreement.

- Personalized birthday cake, you are welcome to bring your own cake but if you prefer we can provide a brochure of a trusted supplier, and organize the order and delivery. There is no charge for bringing your own cake and we can provide slice, knife and candles if you would like.
- Additional adult food can be pre-ordered.
- Gift bag for attendees, or party favours (we can make recommendations).
- Children's entertainment, we can provide some party games (musical chairs/ musical parcels etc) but can also provide suggestions of entertainers that can be hired (independent agreement between yourselves and them)
- You can bring your own alcohol (no corkage charge) but please bring your own plastic glasses
- You may order COLD food from outside caterers, in this case there will be a £2.50 charge per head and we will provide plates, cutlery, napkins etc

Payment and Cancellation Terms

On accepting the terms and conditions, we ask for a 50% deposit to be made to our bank account, details below:

Name: Tiny Tigers Limited
Sort code: 60-83-71
Account number: 09837940

We ask for the **remaining 50% two weeks prior the event.**

The booking is non-cancellable, if you no longer wish to proceed after paying the deposit we will make the date available to others, and if another person takes the date we will return the deposit minus a £25 administration fee. If there are no takers for the date and time, the deposit is forfeit.

In the event that government restrictions means we are unable to honour your booking we will refund you all monies immediately.