



Children's Party Venue Hire: Terms and Conditions

These Terms and Conditions are designed to ensure groups have a safe and enjoyable experience and so are revised regularly. Please read carefully. You must agree to them before making your reservation and when confirming your booking by making your deposit. We reserve the right to reject reservations from groups that do not meet these Terms and Conditions. Deposits will not be refunded. The Tall Ship *Glenlee* is a historic ship and maintenance work may be required at short notice.

These prices and terms and conditions are solely for the venue hire for a children's party- no other events or family gatherings.

Children's Party Venue Hire Prices

- £150 for two hours event hire
- £3.50 per head for pirate lunchboxes
- £3.50 per head for party bags
- £2 per head for a cupcake
- £5 per head for combined party bag and cupcake
- A non-refundable deposit of £100 is payable on confirming the booking

Parties are available on Saturdays and Sundays. The morning slot runs from 10 am – 12 noon. The afternoon slot runs from 2 pm – 4 pm. During the winter months, the afternoon slot changes from 1.30 pm – 3.30 pm.

In some circumstances, your party may be located in the café area.

The organiser and family will be able to access the party area 15 minutes before the start of the event. This is to get settled and be ready to welcome their guests. Earlier access can be prearranged at the discretion of the ship.

If you wish to bring any decorations, please advise during the booking process. Not all decorations will be suitable for the space.

Supervision

All children will need to be supervised at all times. This includes escorting to the toilet and cafe.

We strongly suggest that for children's safety and wellbeing, that all parties follow our ratio of at least 1 adult for every 8 children between the ages of 5 to 16 years, and 1 adult for every 5 children under 5 years.



Food

Pirate lunchboxes can be supplied by the café by prearrangement while booking.

Party families will be asked about food requirements and any allergies and the pirate lunchboxes will be adapted. If this is not possible, the party will be advised to supply their food.

Parties are welcome to supply their food, but as there will be no access to any galley equipment, this is restricted to cold food.

No outside catering companies are permitted for a children's party hire.

No alcohol will be permitted on the ship.

We will provide bins for you to tidy up the area before you leave, all materials brought on should leave with you.

Entertainment

Families are welcome to provide outside entertainment during their hire. The Tall Ship *Glenlee* will not accept any liability for entertainers engaged by the client and will only allow entertainers onboard who have adequate public liability insurance.

Small CD players for music are permitted, however, professional DJ's are not considered suitable for the venue.

Any electrical or mechanical equipment supplied by the client or its agents must comply with Health and Safety Regulations and under no circumstances are clients or their agents to interfere with mechanical or electrical services aboard the ship.

Access

The Tall Ship *Glenlee* will accept no responsibility or liability whatsoever for loss or damage to any property belonging to clients, agents or their guests.

The Tall Ship *Glenlee* is responsible for ensuring evacuation of the guests and personnel in the event of a fire or other emergency.

In the event of an emergency, the need to evacuate the ship can arise. Some visitors might find evacuation difficult and we ask that if you will have wheelchairs users or guests with additional physical requirements attending, to discuss this with the Tall Ship team before booking so personal evacuation plans can be considered. If



personal evacuation plans cannot be agreed upon before a party some guests might be unable to attend.

All clients are responsible for any damage that may be done to the *Glenlee* or exhibitions during the time they or others in their employ are aboard the ship and shall be bound to make good any damage that may be done, all to the satisfaction of the Tall Ship *Glenlee*.

All clients shall be bound to follow the instructions of the Duty Manager, throughout the hire.

Smoking and vaping is not permitted on the ship

Payment

The final balance will be calculated two weeks before the visit date and an invoice will be issued by email. We are not able to refund any charges for groups who do not arrive.

Cancellations

All cancellations must be in writing and emailed to lauren.henning@thetallship.com

Cancellations received in writing more than two weeks before the date of your party will not be invoiced. Deposits will not be refunded.

Cancellation of a party from 7 days before the date of your party will require 50% of costs to be paid. Deposits will not be refunded.

In the case where The Tall Ship *Glenlee* needs to cancel for unforeseen circumstances - for example, an unplanned closure due to severe property damage or unforeseen maintenance issues, we will refund all payments made.