

# Let off steam with a children's birthday party at the Museum



The London Museum of Water & Steam at Kew Bridge offers children's parties with a difference.

Partygoers have the exclusive use of our Babcock Boiler Room for two hours. You and your guests can visit Museum and the Splash Zone.

Why not come along to the Museum and have a look around? Call us on 020 8568 4757 or e-mail [museum@waterandsteam.org.uk](mailto:museum@waterandsteam.org.uk) and we'll be happy to arrange a viewing and answer any questions you may have.

## Babcock Boiler Room Package: £200 + £50 cleaning deposit

### Includes:

- exclusive use of the Babcock Boiler Room for up to 2 hours.
- access to the Museum before and after the party for setting up and clearing away.
- admission to the Museum for the party period for up to 20 children.
- Free admission to the Museum for 5 supervising adults when a party person is age 5 or older, and 10 supervising adults when a party person is under the age of 5.
- children's tables and chairs.

### Party food

**Self-catering:** We are happy for you to provide your own catering. There are no preparation facilities on-site, and the Museum cannot provide cutlery or crockery, but a sink and a small fridge are available for the party.

### To make a booking:

To make a provisional booking, please call us on 020 8568 4757 or e-mail us at [museum@waterandsteam.org.uk](mailto:museum@waterandsteam.org.uk), suggesting a preferred and possible back-up date. Depending on availability and demand, we can usually hold the date for up to two weeks.

To secure your booking, please return the enclosed booking form, together with the full hire fee payment, within that two-week period. The hire fee is non-refundable.

# Terms and conditions of booking

## **Maximum guest numbers and supervision:**

We can accommodate up to twenty children at a party. Due to the industrial nature of the Museum, we ask that you have a supervising adult for every four children over five years old, and that every child under five is accompanied by an adult. Any extra adults exceeding the free five/ten (dependent on age of birthday child) included in the packages will be charged at £5 per head.

## **Party hours:**

Children's parties are held in the Babcock Boiler Room on Saturdays and Sundays. We have two party slots: 10:30am – 12:30pm and 1.30 – 3.30pm. Your guests are welcome to explore the Museum during the period of the party.

## **Setting up and clearing up:**

Access for setting up is available half an hour before the party. We ask that you clear up and vacate the premises within half an hour of the end of the booked party period. Please leave the Babcock Boiler Room in a clean and tidy condition and clear away all the rubbish in the bulk bins to the front of the car park. The £50 cleaning deposit will be returned once a member of staff has deemed the room is fit for hire purpose. The deposit will be returned via BACS

## **Entertainers:**

You are welcome to have an entertainer at your party provided that they remain your responsibility and perform within the Babcock party room. Please let Museum staff know about any entertainer booked and their likely arrival time.

## **Decorations:**

Party decorations can be deployed, but no sticky tape may be used, and no decorations can be placed on exhibits. Confetti, party poppers and helium balloons are not allowed.

## **Client responsibilities:**

Organisers and supervising adults must be present throughout the party and must accompany children throughout the Museum.

The Museum does not allow alcohol to be brought on site and consumed at children's birthday parties.

Organisers are responsible for their items and for keeping the room secure. We would recommend closing the doors to the hire room when you are not using it.

We ask that organisers remain mindful of other visitors, as the Museum will be open to the public.

As a condition of accepting a party booking, the Museum requires clients to undertake to make good any damage caused to the Museum or its property.

## **Museum cancellations:**

The Museum reserves the right to cancel the booking in the event of any unforeseeable circumstance which we believe renders the Museum unfit for hire at that time. In such an event, all payment made will be refunded in full.

## **Client cancellation fees:**

The party fee is non-refundable.

## **VAT:**

Museum venue hire is VAT free except where indicated.

## Children's party booking form

Please complete, sign and return the booking form, together with the full hire cost, to:

London Museum of Water & Steam, Green Dragon Lane, Brentford, TW8 0EN or  
via e-mail to [hire@waterandsteam.org.uk](mailto:hire@waterandsteam.org.uk)

Date of party: \_\_\_\_\_ Number of children: \_\_\_\_\_

Full name and age of the birthday child: \_\_\_\_\_

Morning slot (10:30 – 12:30)       Afternoon slot (1:30 – 3:30)

Organiser's name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post code: \_\_\_\_\_

Telephone/mobile no: \_\_\_\_\_

E-mail address: \_\_\_\_\_

BACS payments: Sort Code: 400213 Account Number: 91561634

Please quote your surname and party date as a reference.

Please make cheques payable to: Kew Bridge Engines Trust.

### Organiser declaration

I confirm that I have read and will abide by the terms and conditions of booking outlined overleaf:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_