



Museum of Wellington Birthday Parties!

Suitable for ages 4 and up. Choose one of three themes available:

Taniwha Tales (ages 6-10)

Do you know the wonderful Taniwha who created Wellington Harbour: Te Whanganui a Tara?

Our Taniwha cloak carries mystery in its folds! Your museum host with the Taniwha cloak will take you on a journey through the Museum and back through time to hear fabulous stories of the magical creatures that may once have inhabited our water ways. Creative fun with Maori weaving, crafts and games.



Positive Pirates (ages 3-10)

Protecting the treasures of Wellington's Museum!

Everyone knows that Pirates are obsessed with Treasure. Here at the Museum of Wellington, our Pirates help to protect and preserve the treasures of Wellington's history!

Your very own Pirate will take you on a tour of the Museum, explore our Maritime level and learn to tie secret knots... hear stories of adventure on the high seas!



Paddy the Wanderer (ages 3-8)

Re-live the adventures of the famous stray dog that was handed the keys to the city!

Your very own fabulous Host will take you on a special tour of the Museum, find out about Paddy the Wanderer, hear stories of his journeys around Wellington and even overseas. At the end of the tour, you will get to meet our very own larger than life Paddy for cuddles and photo opportunities!



After your tour, the Birthday Party gathers in the Todd Foundation room for food, games and presents

Extras- Easy Pram parking and a change table available.
Trained First Aid staff on site.
\$3 weekend parking under Frank Kitts Park.

Birthday party booking form

Your booking is not confirmed until you have been contacted by museum staff and your deposit is processed.

Contact details:	
Parent/ guardians name:	
Phone:	
Email:	
Mailing address:	
Party details:	
Party theme: <input type="checkbox"/> Paddy the wanderer <input type="checkbox"/> Positive pirates <input type="checkbox"/> Taniwha tales	
Preferred date: Second choice:	
Time: <input type="checkbox"/> 10.30 - 12.30 <input type="checkbox"/> 1.30 - 3.30	
Child's name: Date of birth:	
Children attending: Adults attending:	

Pricing your party: All party options are priced for 15 children and include a dedicated party host, party games, museum tour, private room, organic Fair Trade coffee & a range of teas for adults.

- | | | |
|-----------------------------------|---|-------|
| <input type="checkbox"/> Deluxe | <ul style="list-style-type: none">French chocolate cake from Pandoro with child's nameCatering for 15 children from Wholly Bagels (each child receives 1x filled bagel, 1x juice, 1x muesli bar, 1x apple)1 party prize and balloon per child | \$350 |
| <input type="checkbox"/> Standard | <ul style="list-style-type: none">Catering for 15 children from Wholly Bagels (each child receives 1x filled bagel, 1x juice, 1x muesli bar, 1x apple)1 party prize and balloon per child | \$300 |
| <input type="checkbox"/> Basic | <ul style="list-style-type: none">Please note this is a self-catering option1 party prize and balloon per child <p>Please note with this option there are no kitchen facilities provided and responsibility of rubbish removal and room cleaning is that of the hirer.</p> | \$250 |

Add ons:

- | | |
|---|-----------------|
| <input type="checkbox"/> Extra children (maximum of 5) x _____ | \$20 per person |
| <input type="checkbox"/> Themed loot bags (enquire for details) | \$6 per person |

TOTAL

Payment options: (Deposit min \$100.00)

Amount paid	\$ _____.	
Credit card details <input type="checkbox"/>	_____	Exp _____ / _____.
Cheque enclosed <input type="checkbox"/>		

Visitor Services reference only:

Hire agreement signed <input type="checkbox"/>	Deposit paid <input type="checkbox"/>	Remainder of payment received <input type="checkbox"/>	Catering ordered <input type="checkbox"/>
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CANCELLATION WITHIN 7 WORKING DAYS OF YOUR PARTY WILL RESULT IN LOSS OF YOUR DEPOSIT

Ph 04 472 8904 Fax: 04 496 1949 Email: wai.familton@wmt.org.nz

Catering options

Catering must be confirmed 3 days prior to your party

Children's Wholly Bagels options	Number
Bacon, lettuce and tomato bagel	
Ham and cheese bagel	
Vegetarian (hummus) bagel	
Total	

Helpful information for your Birthday Party

If you have any questions or changes to your numbers, please let the Museum staff know as soon as possible.

- Changes to your catering order can be made (but preferably not at the last minute) a day before is fine!
- A minimum of two adults must accompany the birthday group at all times – the present adults are responsible for the children's behavior in the museum. Birthday party hosts are present to lead the party and will take all reasonable measures to ensure the children's enjoyment and safety. We recommend that the accompanying adults partake in activities to help make the party more enjoyable for all involved.
- Please do not expect to arrive more than 15 minutes before your party starts, as Hosts will still be setting up the room.
- The party must take place within your allocated time, if guests arrive late this will cut into your 2 hours, please keep this in mind.
- You are welcome to bring extra food, please let us know if you are planning to do this.
- Hosts will take the children through the Museum according to the general plan of the party, however they will be flexible according to the children they are working with, their needs and the attention span of the general group.
- Please remember to pay the remainder of your party costs on the day.

Hire agreement - terms and conditions

1. This document outlines the terms and conditions for the hire of the function facilities of the **Wellington Museums Trust**, hereinafter referred to as the 'Trust' and the hirer "_____".
Hereinafter referred to as the 'Hirer' for the _____

2. The Trust/venue usage charge for this period is:
See booking form

The Trust agrees to provide the following additional equipment or services (as specified, with costs where applicable).
See booking form

3. Payment of all hire charges shall be made to the Trust upon invoice by the 20th of the following month.

4. In the event of any damage or theft from the Trust of any of its contents caused by negligence or wilful default of the Hirer, or for any breach or non-observance of this agreement, the Trust will charge the Hirer for any such damages.

Any expenses, costs or disbursements incurred by the Trust in recovering any outstanding monies, including debt collection agency fees or solicitors' costs shall be paid by the Hirer.

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5. It is the Hirer's responsibility to relay to all equipment hire and catering services that equipment is to be removed by 10 am on the following day and to ensure, where possible, this takes place.
6. The Hirer must leave the function facilities clean and tidy. A rubbish bin is provided onsite for Hirer's use. Any rubbish in excess of this must be removed by the Hirer or catering company.
7. No car parks are attached to this hire, all vehicle owners are responsible for payment of standard casual parking fees and must not park in restricted areas adjacent to any Trust Venue.
8. The Hirer shall comply with all statutory and regulatory requirements of national, regional or local authority origin in relation to the use of the Trust Venue and shall secure and pay for all permits, licences and other requirements herein.
9. The signing of this agreement by the Hirer indemnifies the Trust in respect of any breach of or failure to observe any requirements as referred to in Clause 8 and also indemnifies the Trust against all actions, suits, claims, damages, costs or expenses relation to any accident or injury to property or persons which may be brought or awarded against the Trust as a consequence of the Hirer's wilful default or negligence during the occupation of the Trust Venue by the Hirer. In no circumstances is the Trust liable for indirect or consequential loss. If the Hirer does not have Public Liability insurance it is possible, for a fee, to buy into the Trusts insurance policy.
10. The Hirer shall ensure that the requirements of the Health & Safety in Employment Act (1992) are adhered to. This obliges the Hirer to take all practicable steps to identify, reduce or eliminate the risk of harm to employees, contractors or members of the public at any Trust Venue.
11. Many Trust Venues carry an Historic Places Trust Category 1 Classification. The Hirer shall not alter any part of the building or fix any item to any part of the building's interior or exterior, without authority from the Trust. This includes not attaching items, fittings or decorations to the interior walls.
12. The Hirer shall be responsible for any damage to the Trust Venue or fittings resulting from the negligence or wilful default by the Hirer, other than indirect or consequential loss. The Hirer shall also be responsible for the security of any exhibits or like items brought into the Trust Venue and any required insurance cover. Use of the Trust Venue shall be totally at the risk of the Hirer.
13. The Trust will use its best endeavours to accommodate additional guests as notified but reserves the right to limit numbers or to relocate the function to a larger or more suitable venue after consultation with the client. The Hirer shall pay at the earliest practicable time (and The Trust may deduct from moneys held) any increased Venue Fee and all charges and costs incurred by the Trust on such relocation.
14. The Hirer shall declare the full contents and programme of the function in full in writing to The Trust at the time of payment of the Venue Fee/Deposit.
15. The Trust may cancel this licence at any time before the function commences or may cancel the function after its commencement and require vacation of the Building after consultation with the Hirer if The Trust believes (in its absolute discretion) that the function will adversely affect its operations or the security or reputation of The Trust, its staff or any member or members of the public, or if the content or conduct of the function differs materially from that declared by the Hirer to The Trust.
16. The hirer shall not allow any of the Hirer's guest, suppliers or employees to take food or beverage into any exhibition areas or theatre areas except where the Trust expressly permits food or beverage to be taken or consumed in any such designated area.
17. If use of the Venue and/or the Building is rendered impracticable by fire, flood, earthquake, failure or other unavailability of any building services or other event beyond the Trusts reasonable control, the Trust shall not be obliged to perform any of its obligations under this Agreement except to the extent that the Trust is reasonably able to complete such obligations.
18. A non-refundable deposit is required to confirm all bookings. The deposit is calculated as 20% of the charges estimated in the Hire Agreement.

I confirm that I understand and agree to the above Terms and Conditions of Hire

Signed:_____

Date:_____

For:_____