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### Parties at Mata Mata

Book your party with us and our party planner can help you plan every detail for a unique experience. We can help you create your own special event from start to finish: choosing your perfect theme, organising your snacks and cake, perfecting your playlist, even writing your invitations! We take the pain out of the planning and organising, leaving you free to focus on having fun.

Our party room can accommodate a maximum of 12 people in total. We recommend 10 children plus 1 or 2 adults to help supervise.

All bookings are subject to terms and conditions.

£200 refundable deposit is required to cover losses and damages.

### Room Hire

£60 per hour min. 2 hours

Price includes:

- Room hire
- Full use of Wii U and games
- Post party clean up
- Meet and greet of guests and shown into party room

Maximum 12 people per party. A minimum 2 adults are required to supervise the party.

### Bronze Package

£12 per child plus Room Hire

Price includes the following per child:

- Crisps, biscuits and cordial (fixed selection)
- Face paint or make up
- Temporary tattoo
- £3 off voucher for use in the future

Maximum 12 people per party. A minimum of 1 adult is required to help supervise.

**Silver Package**

£18 per child plus Room Hire

Price includes the following per child:

- Selection of drinks and snacks (options available)
- Face paint or make up
- Temporary tattoo
- Fun hair colour application or Fairy/ Princess hair styling
- £3 off voucher for use in the future

Maximum 12 people per party. A minimum of 1 adult is required to help supervise.

**Gold Package**

£24 per child plus Room Hire

Price includes the following per child:

- Juice cocktail reception
- Selection of deluxe drinks and snacks (options available)
- Face paint or make up
- Temporary tattoo
- Fun hair colour application or Fairy /Princess hair styling
- Mini mani
- Goody bag
- £3 off voucher for use in the future

Maximum 12 people per party. A minimum of 1 adult is required to help supervise.

## Package Comparison

	Room Hire Only	Bronze	Silver	Gold
<b>Cost</b>	£60 per hour min. 2 hours	£12 per child plus room hire	£18 per child per room hire	£24 per child plus room hire
<b>Max. no. of people</b>	12	12	12	12
<b>Recommended no. of adults to help supervise (excluding staff)</b>	2	1	1	1
<b>Use of Wii U and games</b>	Yes	Yes	Yes	Yes
<b>Post party clean up</b>	Yes	Yes	Yes	Yes
<b>Food</b>		Fixed selection of crisps, biscuits	Limited selection of snacks*	Full selection of snacks*
<b>Drinks</b>		Cordial	Cordial and juices*	Juice cocktail reception plus cordial and juices*
<b>Face paint or make up</b>		Yes	Yes	Yes
<b>Temporary tattoo</b>		Yes	Yes	Yes
<b>Fun hair colour or Princess hair style</b>			Yes	Yes
<b>Mini mani (nail paint only)</b>				Yes
<b>Goody bag</b>				Yes
<b>Discount voucher for future use</b>		£3 per child	£3 per child	£3 per child
<b>Sample cost of party for 10 children</b>	£120	£240	£300	£360

\* To be selected in advance.

## Party Terms and Conditions

These conditions set out the basis on which we provide Party Packages. We are Mata Mata Ltd., a company registered in England and Wales under number 0757 8096 with our registered office located at 125 Essex Road, London N1 2SN.

Definitions of words used in these Conditions can be found in paragraph 10 of these Conditions.

### 1. Acknowledgement and Acceptance of Order

No Contract will exist between you and us until we have received a 50% deposit. Through payment of this deposit you are deemed to have accepted our party terms and conditions. We reserve the right prior to this stage to decline any request by you for a party Package.

### 2. Payment

Payment for the Party Package will be due in the following instalments:

- a) A non-refundable deposit of £50 must be submitted to us to secure the booking.
- b) A further £200 refundable sum against loss and damages is payable 7 days prior to the party. This can be in the form of a guaranteed cheque which we will not cash without prior agreement.
- c) The balance of the price will be payable 7 days prior to the party.
- d) Where the order as stated in the Party Confirmation is varied (see paragraph 4), any additional sum payable by you as a result of any variation to such original order will be payable by you in full when we agree to that variation, or as otherwise agreed by us in writing.

### 3. Party Bookings

3.1 Party bookings are for a minimum of 4 children unless otherwise agreed.

3.2 Food and drink served at party, whether provided by you or by us, must be agreed prior to the party.

### 4. Variation by You

4.1 If you wish to vary your order after it is agreed by us, then please contact us 48 hours prior to the date of your Party to request this. We will try our best to meet your requirements, but we are not obliged to agree to any variation.

4.2 Upon us agreeing to your request, we will inform you of the effect of the proposed variation on the charges payable by you and the reasons for this. Where the variation will result in an increase in the charges payable by you, we will ask you to confirm that you still wish to proceed with the variation.

### 5. Variation by Us

We reserve the right to change the content of any of the Party Packages.

## 6. Cancellation

6.1 If you cancel the Contract the following amounts shall be forfeited or become payable:

a) If you cancel the Contract upon giving less than 7 days' notice then 50% of the price shall be payable by you immediately.

b) If you cancel the Contract upon giving less than 3 days' notice then 100% of the price shall be payable by you immediately.

6.2 Subject to our sole discretion cancellations due to illness or other serious factor may be rebooked without incurring any fee described in paragraph 6.1 above.

## 7. Rules

7.1 The Party Host should arrive 10 minutes prior to the start of the Party.

7.2 Party Organisers must inform Mata Mata staff of any food allergies or similar materially important facts concerning all children within the party.

7.3 We kindly request that one adult stays for the duration of the party to assist in supervising the children. The maximum number of adults that can attend the party is four. This number may vary according to the size of the party. Please ask before booking.

7.4 In the case of room hire only, a minimum of two adults is required to stay for the duration of the party to assist in supervising the children.

7.5 Please do not bring and/ or consume alcoholic drinks at Mata Mata, it is strictly forbidden.

## 8. Liability

8.1 We do not exclude our liability for death or personal injury arising from negligence or that of our employees.

8.2 We exclude liability for all and any loss, damage and/or theft that you may suffer howsoever arising and any injury which does not fall within the parameters of paragraph 8.1. Damages to Mata Mata's premises or properties must be paid for.

8.3 We would like to remind you of the party organiser's responsibility to take into account allergies and intolerances while making food and drink selections. Though we make every effort to ensure the food and drinks do not contain nuts we regret that we cannot guarantee that all the items are completely nut free.

## 9. Third Party Rights

These Conditions only apply between you and us and no one else is entitled to enforce any provision of these Conditions.

## 10. Definitions

In these definitions the following expressions have the following meanings.

Conditions: The conditions in this contract and changes we make to them.

Contract: The contract between you and us authorising us to provide the Party Packages in accordance with these Conditions.

Party: The party for which we are providing the Party Package.

Party Organiser: The parent or guardian responsible for the children at the Party.

Party Packages: The party services we provide for your party.

Party Confirmation: The confirmation (letter or email) sent to you by us confirming details of your Party.

Price: The total fee payable by you for the provision of the Party Package.

'We', 'us' or 'our': Mata Mata Limited.

'You': The customer who is entering into this Contract on the basis of these Conditions.

Signature: \_\_\_\_\_ Date:

\_\_\_\_\_

Printed Name:

\_\_\_\_\_

# Party Questionnaire

At Mata Mata, we want you to have the best party possible. Though this questionnaire seems long, we want to capture all the information required to help us create your perfect party. But if we have missed anything, please do not hesitate to let us know.

## Contact Details

Parent's Name.....

Mobile Number.....

E-mail Address.....

Child's Name.....

Child's Date of Birth.....

## Before the Party

Party is to celebrate (e.g. 7<sup>th</sup> birthday, end of exams) .....

.....

Party Time ..... Date.....

I would like Mata Mata to carry out the following preparations on my behalf (please tick all that apply):

- Write the party invitations. (Draft wording will be sent to you for approval).
- Send out the party invitations by post.
- Send out the party invitations by email.
- Collate RSVP's and report back the attendance list 3 days before the party.

## Extras

Would you like any of the following additional services at your party?

- Professional photographer (additional cost to be confirmed)
- Special decorations (additional cost to be confirmed depending on requirements)
- Bespoke cake (additional cost to be confirmed depending on requirements)

## Drinks

Please select the drinks you would like us to provide at your party, in addition to water:

### Gold Package (select 3 from all three column)

#### Silver Package (select 2 from first two columns)

#### Bronze (select 1 from first column)

- |   |                                       |  |
|---|---------------------------------------|--|
| <input type="checkbox"/> Ribena         | <input type="checkbox"/> Apple juice  | <input type="checkbox"/> Sprite                                  |
| <input type="checkbox"/> Orange cordial | <input type="checkbox"/> Orange juice | <input type="checkbox"/> Coca Cola                               |
|   | <input type="checkbox"/> Milk         | <input type="checkbox"/> Fanta                                   |
|   |                                       | <input type="checkbox"/> Kid's champagne (sparkling apple juice) |

## Snacks

Mata Mata will provide a selection of snacks at your party. Please choose from the list below:

### Gold Package (select 4 from all three column)

#### Silver Package (select 3 from first two columns)

#### Bronze (select 2 from first column)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Salted crisps      | <input type="checkbox"/> Mini pretzels                      | <input type="checkbox"/> Mini sausage rolls  |
| <input type="checkbox"/> Lollipop sweets    | <input type="checkbox"/> Mini cupcakes                      | <input type="checkbox"/> Flapjacks           |
| <input type="checkbox"/> Biscuits selection | <input type="checkbox"/> Popcorn (sweet or salted)          | <input type="checkbox"/> Mini chocolate bars |
|   | <input type="checkbox"/> Dried fruit                        | <input type="checkbox"/> Selection of fruit  |
|   | <input type="checkbox"/> Carrot, celery and cucumber batons | <input type="checkbox"/> Mini doughnuts      |

All you need to bring are **cake and candles** (but no sparklers please). Alternatively we can source a cake for you – please see 'Extras'.

Though we make every effort to ensure the above items do not contain nuts we regret that we cannot guarantee that all the above items are completely nut free.

## Juice Cocktail reception - Gold Package only

Mata Mata will provide a glass of fresh juice cocktail for you and your guests on arrival. Please choose **one** of the following flavours:

- |  |   |
|--|---|
| <input type="checkbox"/> Orange & raspberry    | <input type="checkbox"/> Tropical fruit   |
| <input type="checkbox"/> Mango & passion fruit | <input type="checkbox"/> Pineapple & lime |
| <input type="checkbox"/> Grapes & raspberry    | <input type="checkbox"/> Orange & mango   |



### **Party Bags - Gold Package only**

At the end of the party, each guest will receive a party bag containing a selection of gifts.

Should you wish to place additional items in the party bags, we would be grateful if you could give these to us prior to the party.

### **What Have We Missed?**

Please use the space below to tell us about anything else we need to know e.g. allergies to make up, dislike of hair brushes or hairdryers.

Also, please let us know if you are bringing additional items for the party (e.g. sandwiches, DVDs, Wii games, music playlist).

## Guests

Maximum 10 children in total

We kindly request parents or guardians of the party host to remain throughout, taking responsibility for all the children.

	Name of Child	Age	Gender	Parent's Name	Parent expected to stay at party?	Parent's mobile (in case of emergency)	Parent's Email (for party invitations)	Address (for party invitations)
Host			M / F		Y / N			
2			M / F		Y / N			
3			M / F		Y / N			
4			M / F		Y / N			
5			M / F		Y / N			
6			M / F		Y / N			
7			M / F		Y / N			
8			M / F		Y / N			
9			M / F		Y / N			
10			M / F		Y / N			



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