

## **BIRTHDAY PARTIES AT OUR MINIATURE TRAINS**

### **WDMES, Falconwood 2017**

A few points to ensure parties have no hitches and are conducted safely.

- A deposit of £60 is payable within one week of us confirming you have a booking. The balance (£90) of the booking fee must be paid no later than two weeks before the booked party date. The booking fee (£150) covers a maximum of 20 children and unlimited supervising adults. Extra children over 20 in number, if attending, are charged at £5/child and this additional fee, if any, can be paid on the day. We do not charge extra for toddlers and “babes in arms”.
- Our Facilities will be open for your preparations one and a half hours before the official start time. ie 12:30 for parties starting at 2pm, 11:30 for parties starting at 1pm and 09:30 for parties starting at 11am.
- Tables will be set up for you in the WDMES Club Room. Feel free to change the layout if you want. We will set up picnic tables outside, weather permitting.
- We will light the gas urn for your hot water requirements and there are electric kettles and plenty of mugs for you to use for Teas and Coffees.
- The facilities at your disposal, in addition to the above, are a full gas cooker, upright ‘fridge/freezer (small freezer compartment) and small microwave. We know that you will look after these and clean up any spillages. (Please see note about Power Supply)
- You are responsible for the provision of all food and drinks at the party. That way, we don’t have any problems with allergies. Water in our Club Room is potable if boiled, however, we advise that you bring bottled water to drink cold, or for diluting squash.
- Balloons, “Happy Birthday” signs, bunting, etc., can be attached to the main gates and in and around the Club room. We ask that you please remove these at the end of the party.
- We strongly recommend that you don’t hire a Bouncy Castle, Face Painter, or other additional attractions, as these distract the children from the train rides and we assume you want to hire the venue specifically to use the miniature railway to the full.
- If you do hire other attractions not related directly to us, you must confirm with the supplier that they have insurance as our policy will not cover you in the event of an accident. It will be your responsibility to provide supervision for safe use of these attractions. **PLEASE NOTE** : For the safety of drivers and passengers, we don’t allow ball-games whilst the trains are running
- **POWER** : The club room has a limited amperage electricity supply with the main fuse locked in the Supply Authorities premises. If that fuse is blown, we cannot get it replaced immediately. We have enough power to boil a kettle for tea OR run the microwave, but not simultaneously, as well as powering the ‘fridge/freezer and keeping the lights on, but we do all our main cooking on the gas stove. So you must bring, or arrange for the supplier of bouncy castles, pop-corn machines, candy-floss makers, ice-cream makers, other cookers, etc, etc, to bring, sufficient generators to power any additional power loads. We reserve the right to refuse to connect any device that may overload our system.

- The official Party Times are:-  
Saturdays up to September, on BST, 2pm to 4pm  
Wednesdays, 11am to 1pm

We suggest that your party guests arrive about a quarter of an hour before the official start time, certainly no earlier than half an hour before the official start time. That way, the children won't get bored waiting for the trains to start.

- A member of the Society will be designated your host whom you can contact using his mobile 'phone number, which will be provided to you nearer the part date. He will be given your contact 'phone number that you gave to our Party Booking Secretary, so that he can call you if necessary.
- The railway is part of a secure area and access to/from the site is via locked gates. Access must be supervised when the gates are open. To give you initial access to the site, your WDMES host will attend the gate at the agreed set-up time, after which you must designate an adult member of your party to admit your guests at the time you put on your invitation for them to arrive. You know who you invited, we don't and we're sure you don't want "gate crashers".
- Once your designated adult is sure all of your guests have been admitted, he/she must ensure that the gates are closed before returning to partake in the party. If there are any problems with the gates, contact your WDMES host immediately.
- A minimum of two trains will be run throughout the official duration of the party. Often, more will be available, but this is subject to coverage by our volunteer members and their locomotives.
- Steam locomotives, by the nature of the beast, spit out spots of oil and soot as well as small sparks from the hot coals they burn. Whilst we take precautions to limit these, we cannot eliminate them entirely, so we cannot be held responsible for any damage caused.
- We suggest that your party tea is served, and the Birthday cake is cut, half way through the official party time. The drivers appreciate a short break to oil the locomotives, visit the loo and enjoy a cup of "The Engineman's Friend" (Strong Tea).
- We ask that sufficient adults are available to supervise the children during the party. We want your experience at our railway to be safe, so we expect attending adults to supervise the children and be vigilant for any misbehaviour that would endanger them or others. We reserve the right to put any misdemeanours to rights for the same reason.
- Parents in attendance are welcome to ride on the trains and we may have to ask a parent to ride on the back of each train to act as a guard (see preceding item). Please remember, however, that it's a children's party – so don't hog the trains.
- Depending on the time of year and the British weather, please advise your guests that Wellington Boots and waterproof clothes may be required. Unless the site is flooded, we are happy to run trains in the rain.
- **PLEASE NOTE** : Our landlord is currently undertaking extensive ground-works and our car-park may be, consequently, very muddy. It would be a good idea to tell your guests to wear wellies, or stout shoes. Your host will advise if this is necessary.

- We don't have a council rubbish collection from our site so, at the end of the party, would you please remove all balloons, signs, bunting and rubbish in the sacks provided. Uneaten cakes, sausage rolls, etc, can be left in the 'fridge for the ever hungry, Sunday Morning maintenance brigade or Thursday evening nibblers.
- We don't want to rush you off of the site, but would appreciate it if you could tidy up and usher your guests towards the exit at a reasonable time. No later than half an hour after the official end-time would be appreciated. That way, we can close down the site and get back to our families as soon as possible.
- An adult from your party will need to attend the gate to see your guests safely off the site. Again, the gate must not be left open if not attended.
- We trust that you will have a really good, safe, fun day at our miniature railways and thank you for your patronage. Because we want it to be a great day for all of us, please ask your WDMES host if you need any assistance and he will help if we can. Similarly, if you report any problem at the time it occurs, we can try to do something about it at the time. We might not be able to do so after the event.
- If you have any other questions, please contact our Party Booking Secretary who sent you this information sheet.