

# Powderham

## Party Booking Form 2024

Effective from April 2024

Thank you for your enquiry to have a birthday party at Powderham Castle. If you would like to proceed with your booking, please fill out the form below. When complete, you can return the form by email to: [groups@powderham.co.uk](mailto:groups@powderham.co.uk). If you have any queries, please call us on 01626 890243. Please return this form **at least** 28 days before your visit.

### Section 1 – Party Details

|      |  |               |  |
|------|--|---------------|--|
| Date |  | Name of child |  |
| Time |  | D.O.B         |  |

### Section 2 – Visit Options

#### Option One

#### Secret Garden Birthday Party

Minimum of 10 children, maximum of 30. 2 supervising adults free per 5 children, any extra adults are £5pp up to a maximum of ten adults in a party. Any additional adults will be charged at our group rate of £10pp.

|         |  |
|---------|--|
| Name    |  |
| Address |  |
| Email   |  |
| Phone   |  |

| Bronze                                                                                                               |                                          | Silver                                                                                                                        |                                          | Gold                                                                                                                                                                                            |                                          |
|----------------------------------------------------------------------------------------------------------------------|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| Explore the castle and grounds at your leisure, meet the animals and let imaginations run wild in the Secret Garden. |                                          | Entry to the castle and grounds, lunch boxes for party goers and meet the animals. A £10 gift voucher for the birthday child! |                                          | Entry to castle and grounds, lunch boxes for party goers, animal talks & activities (pony grooming, goat walking) with the Secret Garden team. Plus, a £10 gift voucher for the birthday child! |                                          |
| £9.50pp                                                                                                              | Number of Children:<br>Number of Adults: | £13.50pp                                                                                                                      | Number of Children:<br>Number of Adults: | £16.50                                                                                                                                                                                          | Number of Children:<br>Number of Adults: |

Continued ...

## Option Two

### Fairy Tale Castle Birthday Party

Minimum of 10 children, maximum of 30. 2 supervising adults free per 5 children, any extra adults are £5pp up to a maximum of ten adults in a party. Any additional adults will be charged at our group rate of £10pp.

#### Fairy Tale Package

Entry to Castle & Grounds (including the Secret Garden), lunch boxes for party goers in the tapestry suite, a guided fairy tale trail around the state rooms (including activity book) and party games.

The Fairy Tale package starts at £350. This includes entry for 10 children and four adults. Any additional children will be charged at £15 per head.

Number of Children:

Number of adults:

#### Cancelation Policy

If you need to cancel your party, please notify us as soon as possible by ringing 01626 890243, If you cancel more than two weeks prior to your visit there is no cancellation charge. Cancellation 1-2 weeks prior will receive a 50% refund of the invoice. Cancellation with less than a week's notice will result in no refund.

#### Section 3 – Catering:

Lunch boxes include sandwiches, crisps, fruit, and a juice carton. We always endeavour to cater to all dietary requirements were possible. We must be notified of all dietary requirements no less than seven days before your party.

We are always happy to cater to the adults in your party as well. From teas and coffees, sandwiches to cream teas, we can create a package bespoke to you. ***Please ask for our groups catering menu for lunches, cream teas and more.***

It is the responsibility of the party organiser to notify if the party would like lunch. If this is **not** specified and members of your group would like food, they will need to join the public queue in the Courtenay Café. Please be aware, large groups can cause significant delays and some foods may not be available. Therefore, if food is required, please let us know at least two weeks prior to your visit.

#### Section 4 – Payment

**Please note we require a £30 booking fee upon confirmation of your booking.**

**Two weeks prior to the visit we will be in touch for final numbers and any other changes to the booking. These are the numbers that will be charged for. At this point the balance payment will be taken by card over the phone, or we will raise the balance invoice to be sent directly from Powderham Castle.**

Please sign and date this form and return to us **at least 28 days** before your visit.

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

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