



Historic Royal Palaces is the charity that looks after:

- Tower of London**
- Hampton Court Palace**
- Banqueting House**
- Kensington Palace**
- Kew Palace**
- Hillsborough Castle**

We help everyone explore the story of how monarchs and people have shaped society, in some of the greatest palaces ever built.

We raise all our own funds and depend on the support of our visitors, members, donors, sponsors and volunteers.

# Hampton Court Palace

## Little Tudors

### Children's Birthday Party Booking Form

Parent/Guardian contact name:

Address:

Postcode:

Organiser's contact telephone number:

Mobile number on day (if different):

Email:

Date of Party:

Time it should begin:

No. attending:

Children:

Age range:

Adults:

Name of Birthday Child:

Known as:

Age being celebrated:

Date of Actual Birthday:

## Section One: Available Packages

**Page or Maid of Honour**      **£450.00 plus £1.00 per child**

(includes: staff support, entry [see Section Three for details], private room hire, facilitated Tudor trail/guided tour)

**Knight or Lady**      **£450.00 plus £3.00 per child**

(includes: Page/Maid package plus a craft activity)

**Prince or Princess**      **£450.00 plus £7.50 per child**

(includes: Page/Maid package plus children's party food and birthday cup-cakes)

**King or Queen**      **£450.00 plus £9.50 per child**

(includes: Page/Maid package plus a craft activity and children's party food and birthday cup-cakes)

**Prices valid until 28 February 2018**



## Section Two: Payment Details

I will pay by Credit / Debit card - we will contact you on the number provided above.

\* Please note that our office is open from 09:00 - 17:00 GMT, Monday to Friday and 09:00 - 14:00 GMT at weekends.

I will pay by cheque (enclosed)

Cheques will only be accepted if they are received with a completed form one month prior to your visit. Cheques will no longer be accepted as a form of payment with less time.

Please make cheques payable to 'Historic Royal Palaces' and sent to Contact Centre & Learning Team, The Barrack Block, Hampton Court Palace, Surrey, KT8 9AU

I will pay by Bank Transfer (please ask for more information)

Please note that there are NO REFUNDS for party cancellations made less than two weeks before the date of the party.

Please return the completed booking form, and catering form where applicable, to:

The Contact Centre  
Barrack Block  
Hampton Court Palace  
Surrey  
KT8 9AU

Telephone number: +44 (0) 203 166 6000

Fax: +44 (0) 203 166 6754

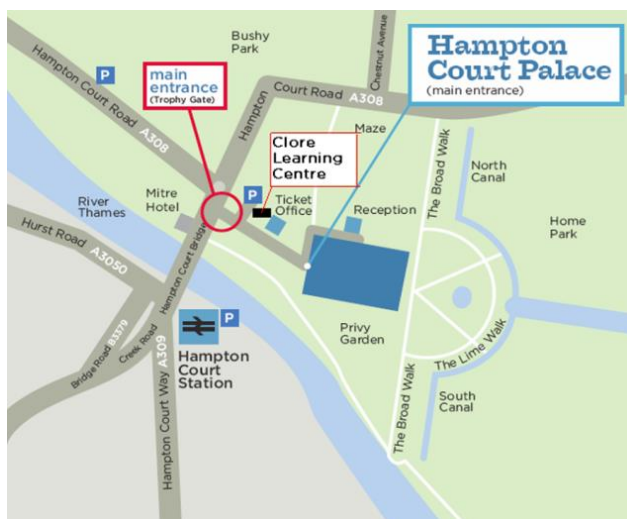
Email: [customerservices@hrp.org.uk](mailto:customerservices@hrp.org.uk)



## Section Three: Terms & Conditions

- All Little Tudors children's birthday parties are held within palace opening hours and must have finished at least half an hour before the palace closes.
- Parties must be paid for at least two weeks in advance; allow five weeks if you wish to pay by cheque.
- Prices include entry for two adults and the birthday child only and craft/food for the birthday child only. All other children – including any siblings or relations taking part in the party – need to pay the applicable price per child.
- All prices include VAT.
- There is no minimum number of party attendees but the maximum number, including any siblings/relations, is 25. This is due to the size of the party room.
- At least one parent or guardian of the birthday child must stay with the group at all times and be responsible for the whole group.
- Please advise us of any children (e.g. siblings/relations) who will be present and are younger than the birthday child and their guests.
- Please advise at the time of booking if anyone (children and/or adults) in the party has additional needs in case additional arrangements are required.
- We will only allow two adults to attend the party unless other arrangements have been made in advance i.e. if grandparents, godparents or the parent of a sensitive child wish to stay.
- Parents/guardians of the birthday child are responsible for arranging where party guests should be dropped off and then collected later. We recommend the West Gate (main entrance to the palace at the end of the drive) is the meeting place at the start and end of the party.

The first 20 minutes in the palace car park are free so parents should be able to get in and out of the car park without incurring any charge if they are just dropping off / collecting.



## Further information

- When planning your party please take into account palace opening and closing times and, if food is included, when guests may have last eaten. Please speak to us before advertising the party start and finish times.
- The party room will be available half an hour before the party start time if you wish to personalise it with a few decorations. Please note that only banners that can be fixed to the walls with 'blu-tac' are acceptable; party balloons are not allowed.
- If you wish to bring your own party food, please speak to us in advance as certain food stuffs are not allowed inside the palace for conservation reasons.
- If you do supply your own food – and you'll have to provide all of it for food hygiene reasons, even the birthday cake – you will be charged the Page/Maid of Honour or Knight/Lady price plus a £1.50 supplement per child (i.e. making the price per child £2.50 or £4.50 respectively).
- Sandwiches for any adults accompanying the party are not included in the price but can be provided – please see the catering booking form for details.
- If you wish to provide party bags we are happy to advise you on some suitable products that are available in our shops. If you do wish to purchase from our shops we are happy to collect items and have the bags ready if you tell us what to buy on your behalf!
- Children attending the party are invited to dress up if they wish. However, please note that – as we have costumed live interpreters at the palace – we do not allow adults to come in costume. We will arrange for the group to meet a senior Tudor courtier during the party whenever possible.
- Parents/guardians and siblings of children attending the party are welcome to visit the palace and/or the gardens or the maze during the course of the party but should purchase any necessary admission tickets as required. If refreshment locations are requested, we recommend visiting the Tiltyard Café in the gardens as there is a wider menu choice, more seating and an admission ticket is not needed to access it.
- If you are looking for a party to accommodate more than 25 guests or if you would like a private space near the Magic Garden (summer months only) please contact the Events Team on [hamptoncourtpalaceevents@hrp.org.uk](mailto:hamptoncourtpalaceevents@hrp.org.uk) or 020 3166 6507 regarding hire of the Garden Room. The Garden Room hire fees start from £3,000 + VAT.

Don't forget to bring your camera to capture the memories of the day!



## **Section Four: Party Food**

*(Prince/Princess and King/Queen packages only)*

Please complete the separate catering booking form and return it to the Contact Centre at least one week before the party date.

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If you are unsure of anything, or would like further information, please don't hesitate to contact us.

Telephone number: +44 (0) 203 166 6000

Fax: +44 (0) 203 166 6754

Email: [customerservices@hrp.org.uk](mailto:customerservices@hrp.org.uk)



## Party Food

Hampton Court Palace - Little Tudors party food

*(included in Prince/Princess and King/Queen packages)*

Each Little Tudor will have a Very Hungry Caterpillar Lunch Box to include 5 items as per below:

- Ham or cheese children's sandwich
- Yoghurt or jelly
- Carton of juice
- Raisins
- Chef's selection mini cake/pudding



Please specify what each child would like on the catering booking form below.

Please also tell us of any special dietary requirements we should know about.



Included within your package is a birthday cupcake per guest.

If you would prefer a themed birthday cake to cupcakes, please contact Ampersand to discuss ideas on 020 3166 6975 or email [HCP@ampersandcatering.co.uk](mailto:HCP@ampersandcatering.co.uk)

### Adult food

If you require any pre-ordered adult's sandwiches or drinks (coffee, tea, juice, wine) please let us know. Alternatively you can purchase these from the Privy Kitchen Coffee Shop on the day.

Please return your completed catering form to The Contact Centre.

E-mail: [customerservices@hrp.org.uk](mailto:customerservices@hrp.org.uk)

**Ampersand**



# **Little Tudors**

## **Children's Party Catering requirements**

Date of party: \_\_\_\_\_

Number of children you wish to cater for: \_\_\_\_\_

Please provide the child's name and tick which sandwich and juice they want and whether they would like a yoghurt or jelly - or you would like them to have - in their Very Hungry Caterpillar Lunch Box.

Child's name	Cheese sandwich	Ham sandwich	Yoghurt	Jelly	Orange juice	Apple juice

