

Sleepovers - Conditions of your visit to Thinktank

Deposits and Invoicing

We require a deposit of 50% of the overall costs on receipt of the sleepover request.

Cancellations must be sent in writing and received at Thinktank at least one month before the event.

If you fail to attend without prior notice, Thinktank reserves the right to charge you for the visit.

Payment can be received via bank transfer or invoice after your visit according to the number of children booked. Please note that we require a minimum of 100 paying people for a sleepover. Payment will not be permitted on the day.

Conduct and Responsibilities

You are responsible for the supervision and conduct of children in your group **at all times**. It is important that children are **never** left unattended or allowed to wander around the building alone.

Please ensure there are enough adults to supervise the children. We require a minimum of 1 adult to every 10 children.

Severely disruptive behaviour will lead to the group being asked to leave Thinktank.

Arrival

Please report to the Group Entrance on Level 0 (ground floor). Please ensure that you know the numbers in your group before your arrival at Thinktank.

If you arrive late, your itinerary starts at the time of your arrival. You will forfeit the itinerary up to that time.

Cloakroom

Your group will have designated storage rails. All coats and bags can be left on these rails and you will be able to return to them at any time. **Please note:** All items are left at owners risk, therefore, please encourage your group to leave any valuables at home or school.

Leaving

Please confirm your departure time with a member of staff.

If during your visit you have any problems, the enabler team (in blue tops) are located in the galleries and will assist you in any way they can.