

# Amerton Farm

Amerton Farm Ltd. Stowe by Chartley, Nr. Stafford, Staffordshire ST18 0LA

Tel: 01889 270294 | Fax: 01889 271242 | email: [office@amertonfarm.co.uk](mailto:office@amertonfarm.co.uk) | [www.amertonfarm.co.uk](http://www.amertonfarm.co.uk) | facebook Amerton Farm  
Company Number: 10417264 VAT No: 239497656

## ROLE OF AMERTON FARM PARTY CO-ORDINATOR AND EXTRA INFORMATION

1. Your party co-ordinator will introduce him/herself, welcome you and explain the format of the party, answering any questions you may have.
2. Once all your guests have arrived, the party co-ordinator will take you to your chosen activity.
3. Whilst you and your guests are involved in the chosen activity the party co-ordinator will collect the food and arrange it in your party food area. Whilst the party food is being eaten, the party co-ordinator will collect the ice cream or jelly for dessert. The party co-ordinator will clear the food and dishes from the tables, then give out the dessert.
4. If you have arranged a second activity the party co-ordinator will ensure that you and your guests have time for this activity after the party food.
5. If the second activity is the Amerton Railway then we ask that guests are collected from the Railway Station by their parents/guardians, due to the time constraint on the activity. The party co-ordinator will take the party to the Railway Station and leave them in the care of the responsible adults from the party. For other chosen second activities, guests will be collected from the party area. We ask that all presents are taken with you as the Party Co-ordinator will not be held responsible for the security of any gifts left.
  - If you have arranged for a Train Ride, please note that 4 adults with the party travel free on the train, additional adults will have to pay £2.30 each. Tickets are purchased at the station prior to boarding. If you would like to pay upfront for the adults, please discuss this with the party co-ordinator at the start of your party, then the adult tickets will be supplied and the cost will be added onto your bill.
6. Your party co-ordinator will be on hand during most of the party in case you have a problem. In the event that the party co-ordinator is not immediately available then please ask for the Billy's Farm Barn Team Leader or Duty Manager.
7. There is always a Duty Manager on site, if you would wish to speak to them, ask your party co-ordinator or any member of staff to contact the Duty Manager and they will make themselves available to meet you.
8. The bill for the final balance of the party including the cost of any adult drinks and food will be given to you by the party co-ordinator prior to the end of the party.
9. We ask that you vacate the party area within 10 minutes of your party finishing. There may be another party following and the party co-ordinator will have to clear and set up for the party.

Our staff will help to make your party as enjoyable and stress free as possible, but children in your party remain your responsibility and you must provide adult supervision at all times, ideally with a minimum ratio of 1 adult for every 5 children at the party.

**Photographs** - Please feel free to take photographs at your Birthday Party. Please check with all of the parents of the children at your party ensuring they do not have any objections to their children being photographed. Please avoid taking photographs of other children in Billy's Farm Barn who are not at your party. The Law is specific regarding photographing children. Amerton Farm thank you in advance for your co-operation with this matter.

*A great day out for everyone!*