



## Terms and Conditions for Parties -

**With Covid-19 Secure updates as of 10<sup>th</sup> September 2020**

**With Covid-19 Secure updates as of 3<sup>rd</sup> December 2020**

### Introduction

Here at Poppyseeds home Limited, we love to celebrate your special day with you. Our beautiful studio has a capacity of 12 crafters at one time seated around a central crafting table. However, during these unprecedented times we find ourselves in and following the governments guidelines, we have had to make a few changes to our operating procedures. For parties, we have had to reduce our capacity to 6 crafters over three tables front facing instead of one central table. We have still retained our cosy studio environment; however, these changes have been made to ensure we meet the Covid-19 secure status in keeping all who work and visit us safe. We have had to make a few adjustments to party food and drink being consumed on our premises also. Details of which can be found within this policy. **Please note, the numbers stated are the number of crafters allowed at one time. As we are registered as an educational setting, we can still have accompanying grown-ups of the birthday child in the studio. We do ask however, that only 1 parent stay at the party to supervise the children and the adult is kindly asked to wear a face covering whilst in the studio please.**

### Party Booking

**Party definition here at Poppyseeds home.** We are a registered limited company and we are a retail and educational setting, where we provide workshops and parties that a tutor delivers by modelling the skill and giving verbal instructions. We provide enriching activities with safe social interactions within the group, thus promoting well-being. We are confident in our continued provision that we are meeting the current UK governments Covid-19 guidelines/rules on social gatherings under the education and retail sections. If you seek further understanding of the current guidelines/rules, please visit [www.gov.uk](http://www.gov.uk) for clarification.

- A maximum of 6 crafters per party **which can be from multiple households. Children's activities can still go ahead with mixed households within a Covid-19 Secure environment.**
- Final numbers of crafters to be confirmed no later than 3 weeks before the party date.
- 1. We will require all the names and address of each guest attending the party. Please supply these on the booking form in the space provided. By booking onto a party, you

agree for us to contact you using the details provided at the time of booking for Track and Trace reasons. If we are advised you may have come into contact with someone who later tests positive for Covid-19, you will be contacted. You are advised to follow the latest government guidelines which you can find at [www.gov.uk/coronavirus](http://www.gov.uk/coronavirus) **We will NOT give out your personal details to any third party. Following the latest guidelines/law we need to keep your contact details for 21 days and make them available if requested by the NHS Test and Trace or local public health officials to help contain clusters or outbreaks.**

- A non-refundable deposit of £50 is required to secure your booking date and times. The deposit will be deducted from the final invoice.
- Final payment is due 3 weeks prior to the party date.
- Payment can be made by debit/credit card or PayPal using our secure online platform through our website. Please note card payments cannot be made by telephone.
- A party typically last 2 hours depending on the craft. Timings will be advised at the time of enquiry. The party time will include time for party cake. (if applicable)
- Unfortunately, during these unprecedented times and following government guidelines, the consumption of party food in the studio is prohibited. However, individual cupcakes in wrappers or alternative in wrappers and drinks in individual bottles can be consumed. Time will be built in after the craft to consume these.
- All cupcakes and drinks are to be supplied by you. We are **unable** to supply glasses, plates or jugs of water at this time.
- Please take all your food packaging and waste home with you. We will supply a bin bag for your use.
- The parent of the party child must stay at the studio to supervise and take responsibility of the party guests. **To keep within the current guidelines set out by the UK government as of 10<sup>th</sup> September, we cannot accommodate extra adults and unpaid children.**

### **Covid-19 secure**

- To ensure we maintain our Covid-19 secure status, the following actions **must be** adhered to. Failure to do so puts your health at risk alongside your fellow crafters and Poppyseeds home staff members.
2. Use the available hand sanitizer before entering the gate.
  3. Once at the studio door, please sanitize your hands again before entering.
  4. Once in the studio, you will be shown where to put your belongings and shown to your workstation.
  5. Please stay at your dedicated workstation throughout the party. Resources will be brought to you.
  6. Each crafter will have the sole use of their own tools and resources. These will be sanitized in between workshops sessions. However, on some of our workshops such as block printing, some of the printing blocks may be shared. We will minimise Covid-19 transmission by wiping the blocks with disinfectant wipes before sharing.
  7. There will be two crafters per table; with each crafter positioned 1m+ apart on the shared table, front facing.
  8. There are three crafting tables in the studio, spaced apart.

9. If you wish to use the toilet, please only 1 person at a time and adhere to all notices within the toileting area. These have visuals alongside the text for easy access of instructions.
10. Please be mindful of social distancing if you do need to move from your dedicated workstation and on entering and exiting the site.
11. At times, we as tutors may need to assist you with your crafting at your workstation, which would mean we are closer to you than the recommended 1m+ guidance. This is deemed an acceptable distance during these unprecedented times. Where this is the case, PPE visors will be worn by the tutor to keep both you and the tutor safe. If we have to administer first aid, we will again wear PPE visors. **Tutors will always be wearing a visor.**  
**All adults must now wear a mask/face covering whilst in our studio unless you are except on medical grounds**
12. Following the UK governments guidelines, all windows will be left open to ensure for ventilation throughout the party. Please dress appropriately.
13. A full risk assessment is available on the website alongside all other policies. Customers are advised to familiarize themselves with these.
14. By attending a party, you agree for us to contact you using the details provided at the time of booking for Track and Trace reasons. **It is the responsibility of each person who attends a party to contact Poppyseeds home on 07921025788 or email [poppyseedshome@yahoo.com](mailto:poppyseedshome@yahoo.com) if you later develop symptoms of Covid-19 within 14 days of your visit to the studio.** If we are advised you may have come into contact with someone who later tests positive for Covid-19, you will be contacted. You are advised to follow the latest government guidelines which you can find at [www.gov.uk/coronavirus](http://www.gov.uk/coronavirus) **We will NOT give out your personal details to any third party. Following the latest guidelines/law we need to keep your contact details for 21 days and make them available if requested by the NHS Test and Trace or local public health officials to help contain clusters or outbreaks.**

## Venue

- Our lovely studio is situated in the owners of Poppyseeds home garden, set under a canopy of trees. Please supervise children at all times in the studio and in the garden whilst waiting. Any play equipment in the garden is strictly out of bounds.
- Please social distance if you are waiting to collect from the party.
- We usually craft around a central table; however, due to Covid-19 and to adhere to the government's guidelines, we have re-laid our table layout.
- We now have three tables spaced out in the studio.
- As we are in a residential area, please park with consideration. Do not block our neighbour's driveways or park on the pavements.
- We have limited washroom facilities which are not on the main drainage system. Please only use small amounts of toilet tissue and please no sanitary products in the toilet, please use the bin provided.
- Please adhere to the signage in the toileting area on the correct procedure of washing hands.

## Cancellations

- If you have to cancel your booking (before three weeks of the party date) please advise us in writing asap. Your deposit is non-refundable; However, we will endeavour to offer you an alternative date and if this can be achieved then your deposit will be transferred over onto your new booking. If we cannot agree on a mutual date, then loss of deposit will occur.
- If you wish to cancel your party within the three-week window of your party date and full party payment has been received, then the following will occur:
  1. An alternative date will be offered.
  2. Individual Craft and Create bags will be offered containing the party craft resources and instructions. (Please note, this does depend on the craft, some resources may have to be excluded from the kit or substitutes made).
  3. A credit note will be issued to be used within the following **12 months** for the same party craft as originally booked.
- During these unprecedented times with Covid-19 and as a goodwill gesture, if individuals have to cancel their attendance to the party with you and you cannot fill their space, then a Craft and Create bag of the party craft resources can be prepared for you to take away after the party. We will require at least 48 hours' notice if you require a takeaway kit. Please note, not all-party crafts will allow us to do this. For example, we cannot supply block printing kits and some specific and volume of paint.
- Unfortunately, we cannot offer a refund or credit note for the reduction of attendees due to illness.
- **If Poppyseeds home must cancel the booking due to the tutor's ill health, a full refund will be offered. (this is a very unlikely event as we do have lots of tutors).**
- **If a government lockdown is enforced/change of restrictions due to Covid-19 and your booking cannot go ahead, then the above points 1,2,3 will apply.**

## Photography

Poppyseeds home would love to take photos of your children whilst they are crafting in our studio. However, we take the safeguarding of children very seriously; we will not do so without your (parents/guardians) written consent. What to do next to consent;

- Read and complete a photography consent form, not forgetting to sign and date.
- Return it back to your party host, (usually the party child's parent).
- Copies of the consent form can be obtained from your party host or via the Poppyseeds home website.

Please do not feel under any pressure to consent, as equally we love taking photos of your child's makes without them being in the shot.

**Please note;** Aprons will be provided to protect clothing; however, some staining may occur from certain paints or products. Poppyseeds home will not be held liable for any damage to clothing. Please dress appropriately. Poppyseeds home will not be held liable for any personal belongings that is damaged or stolen whilst on their premises. It is advised that mobile phones are not left out on the crafting table.

**\*By booking on of our party packages, it is understood that you have read our terms and conditions and all other relevant policies. We have provided all the information for you on our website, it is your responsibility to read it.**

**This policy has been written by Tracey Dallow and in accordance with the latest UK government's guidelines on Covid-19. This policy is subject to copyright and cannot be copied in full or in part. We reserve the right to update this policy at any time.**

Poppyseeds home Limited  
36 Moreton End Lane  
Harpenden, Hertfordshire  
AL5 2HD  
07921025788  
poppyseedshome@yahoo.com