



# Trentham Monkey Forest Birthday Party Booking Form 2017

Please phone Joy on 01782 659 845 to make a provisional booking before completing this form

Date of Party: \_\_\_\_\_

Time of arrival: \_\_\_\_\_ Time of meal: \_\_\_\_\_

Birthday child's name: \_\_\_\_\_ Age: \_\_\_\_\_

Name & address of organiser: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

**Deposit of £1.00 per child is required.  
Payment required in full prior to the party or on the day unless by prior arrangement.**

Total number of children \_\_\_\_\_ @ £10.50 (minimum 10 children\*) **Total £** \_\_\_\_\_

Total number of adults\* \_\_\_\_\_ @ £7.50 entrance only **Total £** \_\_\_\_\_

*\*organiser free, don't include here*

Number of tea/coffee \_\_\_\_\_ @ £1.50 extra tea/coffee **Total £** \_\_\_\_\_

Number of party bags \_\_\_\_\_ @ £1.50 or £2.80 or £4.00 **Total £** \_\_\_\_\_

**There are 2 meal options please choose 1 from below. Please tick and state how many:**

**Option 1:** A selection of: ham, tuna and cheese sandwich and crisps \_\_\_ **Number:** \_\_\_\_\_

**Option 2:** Monkey meal box: Sausage and chips \_\_\_ **Number:** \_\_\_\_\_  
**or** Chicken nuggets and chips \_\_\_ **Number:** \_\_\_\_\_

\*Both options include vanilla Ice-cream with banana sweets and sauces for dessert and juice

**Received & read essential information for birthdays YES/NO\*** Please delete as appropriate

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Completed booking form & deposit of £1.00 per child is required to confirm a booking**

\*if your party is less than 10 children we require a minimum payment of £100

Return to:

[info@monkey-forest.com](mailto:info@monkey-forest.com)

Monkey Forest, Stone Road, Stoke on Trent, ST4 8AY

01782 659 845 [www.monkey-forest.com](http://www.monkey-forest.com)

## Office use only

Deposit received	All details checked	Cafe & Shop notified	Maintenance notified	Feedback form received
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## **Essential Information** **for Birthday Parties**

### **Arrival**

Monkey Forest opens at 10.00 am. If you are arriving before all your guests either have a list of names to give to the person on the kiosk or wait at the front entrance of the kiosk for your guests to arrive. You are free to explore Monkey Forest at your own leisure and a member of staff will open the party room for you at the time you have ordered food.

### **Payment**

Payment is due when you arrive at the kiosk where there will be an invoice waiting for you. You will have already indicated the number of children, adults, tea and coffee and the invoice will state this with the deposit removed. Numbers can only be changed 72 hours prior to the party. You will also be given a feedback form and if it is possible to complete this and give it into the kiosk when you exit it would be greatly appreciated. We always want to ensure you get the highest level of service possible.

### **Cakes and presents**

If you have a cake and presents to be put into the room please take them to the cafe where somebody will take them for you. If you need the cake putting on a plate, a knife etc let the catering staff know. They will put the cake by the tea/coffee making facilities so that the birthday child does not see it. Remember to bring your candles and lighter/matches.

### **Walk around the park**

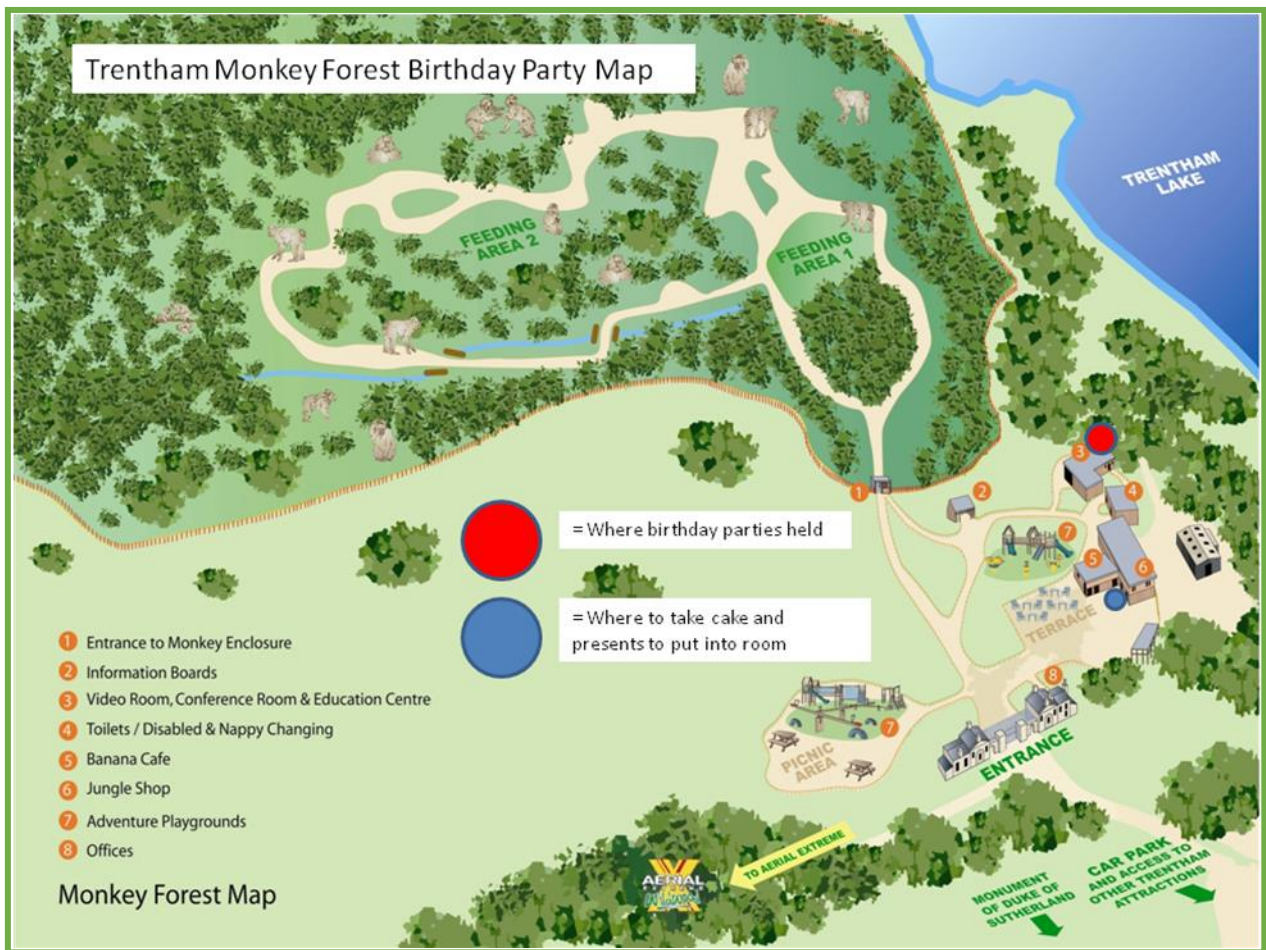
When you walk around the park please ensure that the children follow the rules and that they are supervised at all times. Guides are along the path to give information and there are feeding talks at ¼ past every hour.

Many people pick up the free quizzes from the kiosk so that the children can fill them in while they walk around the park (pens not included). Monkey Forest has a monthly draw to win a cuddly Barbary macaque and all the parties entries can be put into the post box in the Jungle Shop. There is also an 18 minute continuously playing video outside the enclosure (near the party room) where the children can see the Barbary macaques throughout the seasons and see them in the snow!

### **Birthday Party**

The birthday parties are held in the conference/education room behind the video room. **All the food will be ready at the time you have requested to ensure your food is not standing and getting cold please arrive on time.** The table will be set in a jungle theme and the room will be decorated with banners and balloons. There is also a CD player available and a couple of CD's but please feel free to bring your own. 30-40 minutes into your party somebody from the Banana Cafe will come to serve the deserts, bring the birthday child

their present from Monkey Forest ,and ensure that everything is running smoothly. The room should be vacated an hour after the food has been requested. If you would like the cafe staff to cut and wrap the birthday cake please let them know. If you need anything please don't hesitate to go into the Banana Cafe to get assistance.



**We hope you enjoy your birthday at  
Monkey Forest**