



## National Space Centre - Sleepover Information

Cost per child:	<b>£40.00 + VAT</b>
Leaders:	<b>1 adult free per 8 children</b> <b>1:1 Carers free*</b> <b>Additional adults £10 + VAT</b>
Exclusive Hire:	<b>170 - 200 children**</b>

\*Please inform us of any 1:1 carers and any additional needs in advance of your visit.

\*\*If minimum numbers aren't met, we will open the event to other groups. If we are unable to fill these places, **you may still be charged for an exclusive event.**

### This includes:

- Time to explore our galleries and complete an optional trail (The rocket tower, TetraStar Spaceport and the Shop will **not** be open during the sleepover).
- Two Planetarium shows
- Space themed activities
- Tea and Coffee for **adults**, cold drinks for children
- Sleeping areas within the galleries for each group
- Breakfast (pastry and fruit\*\*\*)

\*\*\* dietary requirements are catered for with advanced notice.

### Essential information

**Sleepover Timetable** - Timings are provisional and may be subject to change

<b>Approx Timings</b>	<b>Group A + B</b>	<b>Group C + D</b>
<b>EVENING</b>		
<b>17:45</b>	Leaders Arrive	
<b>18:00- 18:30</b>	ARRIVAL	
<b>18:30 - 19:15</b>	Talk (+ Leader Briefing)	Packed Dinner
<b>19:15 - 20:00</b>	Packed Dinner	Talk (+ Leader Briefing)
<b>20:00 - 21:00</b>	GALLERY	
<b>21:00 - 21:30</b>	Tour of the Night Sky	Space Themed Activity

<b>21.30 - 22:00</b>	Space Themed Activity	Tour of the Night Sky
<b>22:00 - 22:30</b>	Set up for Bedtime	
<b>22:30</b>	LIGHTS OUT	
<b>MORNING</b>		
<b>07:00</b>	WAKE UP	
<b>07:00 - 07:30</b>	Get Ready and Pack Away	
<b>07:30 - 08:15</b>	Breakfast	Planetarium Show
<b>08:15 - 08:45</b>	Planetarium Show	Breakfast
<b>08:45 - 09:00</b>	DEPARTURES	

#### **Arrival and departure:**

We ask that groups arrive at the National Space Centre promptly for 18:00. Unfortunately, we are unable to open the building for sleepover guests earlier than this time. The National Space Centre will be closed to **all visitors** between the end of daytime opening hours and 18:00.

Your group will be met at the front doors of the National Space Centre by one of our team who will show you where to store your overnight bags and packed supper. Once participants have arrived evening activities will begin. A leader orientation will take place alongside your group's first activity.

Departure time in the morning is between 8:45 and 9:00. If parents/carers will be collecting children from the centre, please be aware that they will **not** be allowed into the building. There is no readmission into the galleries in the morning unless a ticket is purchased - the National Space Centre opens to the public at 10:00.

#### **Food and drink:**

Groups may bring snacks for the evening, and **everyone will need to bring a packed supper**. Please pack food **separately** from bedding. Please do **not** bring pot noodle type snacks or food that requires heating as we may not be able to provide the facilities for this. Our café **will not** be open during the event. For safety and scheduling reasons, food **cannot** be ordered onto site.

Hot drinks will be provided for all the leaders, and cold drinks (squash) for the children. Water fountains are available on site, and we advise that all participants bring a **water bottle**.

Breakfast will be provided and includes a pastry and fruit. If there are any dietary requirements, please inform us prior to your visit.

### **Inflatable and put-up beds:**

Inflatable mattresses and put-up beds can cause obstruction and trip hazards and so are **not permitted** on a sleepover night for children. Camping mats can be used.

### **Leader responsibilities:**

During the leader briefing, the Space Centre Team will go through emergency procedures with one member of each group, including location of the toilets, emergency exits and sleeping areas.

Group leaders are responsible for making sure groups have a fun, but also a **safe** visit. We expect you to:

- Make sure all participants are **keeping to the rules** set out in the briefing
- Address the **behaviour of children** in your group if they impact on the rest of the group and other groups
- Ensure **noise** is kept to a minimum at night

### **What to bring:**

- Packed supper - **packed separately to bedding, ready for supper**
- Water bottle
- Sleeping bag
- Roll mat
- Pillow
- Sleeping clothes
- Toothbrush
- Torches - only to be used during the night for finding way to the toilets\*\*\*\*

*\*\*\*\*Please be aware that the sleeping areas are very dark after lights out. Lights are, however, left on in the toilets.*

### **What NOT to bring:**

- Heelys
- Cameras
- Alcohol
- Camp beds
- Radios
- Spray cans (including spray deodorants)
- Suitcases or large bags (you're only here one night!)

### **Emergency procedures and risk assessments:**

We strongly recommend leaders to come to the Space Centre for a pre-visit prior to the event to go through emergency procedures, fire exits, etc. We can also provide risk assessments for groups.

The local fire brigade is notified of all sleepover events before the date, in case of any emergencies.