

## Birthday Party Agreement

*This completed contract, along with a non-refundable/non-transferable deposit of **\$150.00** is required to secure a booking. Birthday parties are only booked at least two (2) weeks in advance of event date. We do not accept day of bookings. **Your date is not confirmed until you are contacted by the Sales Coordinator to verify receipt and availability.***

Name of Birthday Party Child(ren): \_\_\_\_\_ Age(s) will be turning: \_\_\_\_\_

Date Scheduled: \_\_\_\_\_ Day of week: \_\_\_\_\_

Party Host(s)/Parent(s): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Best Contact Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Estimated Number of Guests: (children): \_\_\_\_\_ (adults): \_\_\_\_\_

*Pretend City requires a ratio of at least 1 adult for every 5 children*

How did you hear about us? \_\_\_\_\_

**Event Time:** (please check below the desired start time of your party)

- 10am (private room 10am-11am, play time 11am-5pm closing)
- 12pm (private room 12pm-1pm, play time 1pm-5pm closing)
- 2pm (private room 2pm-3pm, play time 3pm-5pm closing)
- 4pm (play time 2pm-4pm, private room 4pm-5pm closing)

**Package:** (please check below which package you qualify for)

**Standard:**

- \$385 Non-Member
- \$335 Weekday Non-Member (Tues-Fri)
- \$346 Member
- \$296 Weekday Member (Tues-Fri)

**Double:**

- \$770 Non-Member (1 private room, 3 hour time slot, 60 guest admission, standard party package inclusions)
- \$692 Member (1 private room, 3 hour time slot, 60 guest admission, standard party package inclusions)

**Themed:**

- Themed Party Package (see page 2 for your selection)

**Additional Package Amenities:** (please check below if you would like to add any items to your package)

- Staff Assisted In-Room Craft Activity – \$3.00 per activity (see page 6 for detailed description)
  - Hat Activity
  - Beach Activity
  - Farm Activity
- Pretend City Themed Goody Bags – \$5.00 each (see page 6 for detailed description)
- Pretend City Themed Cake – \$165 (feeds 40-45 people)
- Tableware (disposable table covers, plates, napkins, utensils and cups)
  - 30 guests – \$65.00
  - 60 guests – \$130.00
  - Color request (up to 2 solid colors): \_\_\_\_\_
- Additional Time (only offered at the 2pm time slot):
  - 30 minutes – \$50.00
  - 1 hour – \$100.00
  - 1.5 hours – \$150.00
  - 2 hours – \$200.00
- Face Painter – \$65 (1 hour in party room, based on availability)

**Standard Party Package Inclusions:**

- One (1) hour in private party room *beginning* at one of the times above
- Unlimited time in the museum *following* time in private party room
- Birthday Party Room/Museum admission for up to 30 guests total (including both children and adults); additional guests will be \$10 per guest
- Birthday child(ren) will be complimentary
- Children ages 12 months and younger are complimentary
- Tables, chairs, sink with running water and refrigerator/freezer provided
- White board wall and dry-erase markers available for the children's entertainment
- 1-2 Pretend City Party Hosts to assist facilitate the party: before for setup, during, and after for cleanup
- 1 *buy one get one free* return ticket for all party children in attendance to visit another time
- 10% discount in the Mini Mall Gift Shop for all guests on the day of the party
- Pretend City themed invitations and Evite to inform guests of the celebration

**NOTE: STANDARD PARTY PACKAGES DO NOT INCLUDE ANY GOODY BAGS, CRAFT ACTIVITIES, OR TABLEWARE. PLEASE FEEL FREE TO PROVIDE YOUR OWN FOOD, DRINKS, AND CAKE.**

**Themed Birthday Packages:**

Each themed package includes all the amenities offered in the standard package listed above, as well as what is provided in each individual package below.

**☐ Pretend City Experience: \$700**

- Goody Bags
- Hat Craft Activity
- Tableware for 30 Guests (your choice of colors)
- Pretend City Themed Cake

**☐ Day at the Beach: \$550**

- Goody Bags
- Beach Craft Activity
- Tableware for 30 Guests (your choice of colors)

**☐ Out on the Farm: \$550**

- Goody Bags
- Farm Craft Activity
- Tableware for 30 Guests (your choice of colors)

**Please Initial: \_\_\_\_\_**

**Event Time:**

- You will have the private party room for one (1) hour.
- Your party start time will be for guest arrival, and not earlier. They will be directed straight to the private room.
- Your guests will enjoy the museum exhibits only immediately after your time in the room and will be able to stay inside the museum until closing at 5pm.

**Setup/Cleanup Time:**

- You will be able to arrive only 30 minutes prior to your party start time for setup of the room.
- Cleanup of the room will begin promptly at the end of your one hour.

**Gifts:**

- Due to the time allotted in the party room, we ask that all gifts remain unopened during the party.
- Our party hosts will load all gifts into your car at the conclusion of your party for your child to open at a later time.

**Decorations:**

- **Latex balloons are not allowed at the facility, due to its choking hazard and allergic reactions.**
- Mylar balloons are acceptable with a \$15.00 handling fee. With this fee, the party staff will be responsible for the setup and cleanup of your balloons. This must be approved by the Sales Coordinator first.
- Only candles on the birthday cake are allowed. Glitter, confetti, and anything hung from the ceiling are not permitted. Nails, staples, glue or any like materials are not allowed on any walls. Tape is acceptable.

**Please Initial:** \_\_\_\_\_

**Final Count/Payment:**

- We will contact you the week of your party to confirm your guest count.
- If any additional guests enter the facility for your party above your guest count included in your package, the additional fee is \$10.00 per additional person.
- **Final payment is due on the day of your party. Please connect with the party staff to close out your bill. We will charge the card on file, the following business day, if we do not receive payment that day. Outstanding balances past 7 days due are subject to a \$50.00 late fee.**

**Please Initial:** \_\_\_\_\_

**Private Party Room:**

- **Once we finalize your head count, you will be assigned to a room we think you would be most comfortable in. No room is guaranteed. It is up to the discretion of the Sales Coordinator to make any necessary room adjustments.**
- We offer two party rooms which have different standing capacities. Community Room 1 can hold up to 45 guests. Community Room 2 can hold up to 55 guests. If your guest count will exceed these capacities, please notify the Sales Coordinator immediately.
- The tables in the room are standard, rectangular 6ft tables. The amount depends on which party room is assigned.
- We set the tables in the room for the children as a priority, with additional seating on the perimeter for the adults. Number of seats vary in each room, and differs from its maximum capacity.

**Please Initial:** \_\_\_\_\_

**Food and Non-Alcoholic Beverages:**

- Museum staff are not permitted to serve food as Pretend City is not a licensed facility for food/beverage service.
- You are able to provide your own food and non-alcoholic beverages. It is not provided in the party package.
- Pretend City Children's Museum is both a nut free and alcohol free facility.
- Food must be ordered before arrival and deliveries should arrive within the 30 minutes of your setup time. If food arrives late, the party time will not be able to adjust accordingly.
- **At the conclusion of your event all food and beverages need to be removed from Pretend City, and are not allowed on the museum floor.**

**Please Initial:** \_\_\_\_\_



**Community Codes:**

- Pretend City Children's Museum is a public building. All visitors deserve respect and the opportunity to enjoy the exhibits in a fun and peaceful environment. If the community codes are not followed, your group may be asked to leave.
- **Children must be supervised by a grown-up at all times upon entering the museum exhibits.**
- Pretend City is a “cell-phone free” facility.
- We encourages all visitors to play in peace and be good citizens by keeping Pretend City running smoothly: Reset, Clean-up, Cooperate, Help.

**Please Initial:** \_\_\_\_\_

**Membership:**

- As a Member of Pretend City, you will receive the birthday party package at a 10% discounted rate.
- Birthday party guests with proof of membership may attend the private party room at no additional charge.

**General Information/Policies:**

- **Hazardous Material** – Client agrees not to bring on to the premises any material, substance, equipment or object which is likely to endanger the life of, or cause bodily injury to any person or property or which is likely to constitute a hazard.
- **Conduct** – The conduct of all event participants while on Pretend City property shall be the responsibility of the Client. Client also accepts all responsibility for any injury to person(s) or property, or loss of or damage to the property or theft of personal property during the rental period, or resulting there from. Failure by any individual or group to follow all applicable rules and regulations will be cause for eviction. Pretend City retains the right to evict objectionable persons from the premises. Repeated violations may result in denial of future reservation requests.
- **Indemnity** – Client shall release, indemnify, and hold harmless, Pretend City, its agents, officers, or employees from any and all responsibility or liability for any and all damages or injury of any kind or nature whatever to all persons, whether agents or employees of the Client or persons attending the events for which the premises have been leased, and to all property damage proximately caused by, incident to resulting from, arising out of occurring in connections with, the use by the Client of the premises. The provisions of this section shall include any and all losses, damages, injuries, settlements, judgments, decrees, awards, fines, penalties, claims, costs and expenses, including reasonable attorney’s fees.
- **Smoking** – Smoking is prohibited inside Pretend City.
- **Parking** – A complimentary self-park parking lot is available.
- **Public Relations** – All printed materials, media announcements and other public relations communications relating to the event is subject to the approval of Pretend City before they are in the final printing or distribution stages.
- **Lost or Damaged Personal Property** –Pretend City assumes no responsibility for the damage or loss of any articles left on Pretend City property prior to, during, or following the event. Any items left behind will be held at Pretend City for pickup for up to two (2) days after the event.
- **Damaged Pretend City Property** – The client will be responsible for any damage to Pretend City property and will be charged for any/all damages to the credit card on file for the event.

**For bookings, appointments or questions, contact us Monday through Friday between 9am and 5pm:**

Andrew Kopp at [Andrew.Kopp@pretendcity.org](mailto:Andrew.Kopp@pretendcity.org) or 949-428-3900 x202

**I have read the information on pages 1-4, above, and understand the Terms and Conditions.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## Birthday Party Payment Transaction Form

If mailing: Pretend City Children's Museum  
Attn: Andrew Kopp  
29 Hubble  
Irvine, CA 92618

Or fax to: (949) 428-3908  
Attn: Andrew Kopp

Today's Date: \_\_\_\_\_

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

Check # \_\_\_\_\_ Amount: \_\_\_\_\_

Cash (fill-in box below):

Cash Amount: \_\_\_\_\_

Cash Received by: \_\_\_\_\_  
Pretend City Staff Member (Print Name)

\_\_\_\_\_  
Signature

Cash Verified by: \_\_\_\_\_  
Pretend City Staff Member (Print Name)

\_\_\_\_\_  
Signature

Credit Card (fill-in box below):

Please charge my credit card:

Amount: \_\_\_\_\_

Name (as it appears on the credit card): \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Card Type (please circle one):      Visa              MasterCard              AMEX              Discover

Signature for credit card payment: X \_\_\_\_\_

**This transaction is for:** (please check box below)

Birthday Party Deposit - \$150

Birthday Party - Other Payment

## Additional Amenities



### **Goody Bags** *\$5.00 per Bag\**

1. Themed Sticker Scene
2. Construction Gummies
3. Inflatable Beach Ball
4. Assorted Crayons
5. Coloring Book
6. Animal Mask



### **Pretend City Themed Cake** *\$165*

- Baked by Party Karacters
- Feeds 40-45 guests
- YOU choose the cake flavor
- YOU choose the cake filling
- WE place the order



### **Staff Assisted Activities** *\$3.00 per Child\**

(Children will use different mediums to create the craft during time in the private party room)

- Hat Activity: Hat decorating with stickers, ribbon, and markers  
*(Recommended Ages: 2-10)*
- Beach Activity: Children create an environment for a clownfish  
*(Recommended Ages: 2-6)*
- Farm Activity: Child's handprint turned into a farm animal  
*(Recommended Ages: 2-6)*



*\*Items may change based on availability. A comparable substitution will be made for any item(s) out of stock.*

## **Approved Birthday Party Vendors**

*Use this list as a resource. Feel free to bring in your own food.*

*We strive to be a nut-free facility!*

### **Caterers**

Corner Bakery  
(949) 727-4461

[www.cornerbakerycafe.com](http://www.cornerbakerycafe.com)  
[cb0218@cornerbakerycafe.com](mailto:cb0218@cornerbakerycafe.com)

Chick-fil-A  
(949) 458-3544

[www.chick-fil-a.com](http://www.chick-fil-a.com)  
[02335@chick-fil-a.com](mailto:02335@chick-fil-a.com)

Panera Bread  
(949) 380-9910

[www.cater.panerabread.com](http://www.cater.panerabread.com)  
[katie.snowdenmiller@panerabread.com](mailto:katie.snowdenmiller@panerabread.com)

Togo's  
(949) 426-2106

[www.togos.com](http://www.togos.com)  
[jenna.powers@togos.com](mailto:jenna.powers@togos.com)

Mendocino Farms  
(949) 783-2900

[www.mendocinofarms.com](http://www.mendocinofarms.com)  
[cateringuci@mendocinofarms.com](mailto:cateringuci@mendocinofarms.com)

Taqueria De Anda  
(714) 871-4211

[www.taqueriadeanda.com](http://www.taqueriadeanda.com)  
[info@taqueriadeanda.com](mailto:info@taqueriadeanda.com)

Bucca di Beppo  
(714) 740-2822

[www.bucadibeppo.com](http://www.bucadibeppo.com)  
[maryperez@bucainc.com](mailto:maryperez@bucainc.com)

### **Pizza Delivery**

Pizza 900  
(949) 328-9888

[www.pizza900.com](http://www.pizza900.com)  
[ari@pizza900.com](mailto:ari@pizza900.com)

Domino's Pizza  
(949) 380-4150

Papa John's Pizza  
(949) 829-9595

### **Bakery**

Party Karacters  
(949) 328-4512

[www.partykaracters.com](http://www.partykaracters.com)  
[info@partykaracters.com](mailto:info@partykaracters.com)

### **Entertainment**

Natalie Bolton  
(626) 622-1115

[www.ocprincessparties.com](http://www.ocprincessparties.com)  
[nataliebolton1996@gmail.com](mailto:nataliebolton1996@gmail.com)

Party Karacters  
(949) 328-4512

[www.partykaracters.com](http://www.partykaracters.com)  
[info@partykaracters.com](mailto:info@partykaracters.com)