

Birthday Party Agreement

This completed contract, along with a non-refundable/non-transferable deposit of **\$500.00** 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 fill-in your requested 3 hour time between 10am-5pm)

_____ in the Traveling Exhibit

Package:

- Members:** \$1,080 – Traveling Exhibit space for a 3 hour time slot, admission for up to 80 guests
- Non-Members:** \$1,200 – Traveling Exhibit space for a 3 hour time slot, admission for up to 80 guests

Party Package Inclusions:

- Traveling Exhibit for 3 hours *beginning* at _____.
- Unlimited time in the museum until closing, 5pm.
- Birthday Party Room/Museum admission for up to 80 total guests (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 and chairs provided
- Two Pretend City party hosts to facilitate the party: before for setup, during, and after for cleanup
- One *buy one get one* return ticket for all party children in attendance to visit the museum 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: THE TRAVELING EXHIBIT PACKAGE DOES NOT INCLUDE ANY GOODY BAGS, CRAFT ACTIVITIES, OR TABLEWARE. PLEASE FEEL FREE TO PROVIDE YOUR OWN FOOD, DRINKS, AND CAKE.

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

- Staff Assisted In-Room Craft Activity – \$3.00 per activity Pretend City Themed Goody Bags – \$5.00 each
- Tableware (disposable table covers, plates, napkins, utensils and cups) – \$150
- Face Painter – \$150 (2 hours in party room, based on availability)

Event Time:

- You will have the private party room for three (3) hours.
- Your party start time will be for guest arrival, and not earlier. They will be directed straight to the private room.
- Your guests will be able to enjoy the museum exhibits during your party time in the room, and will be able to stay inside the museum until closing at 5pm.

Setup/Cleanup Time:

- You are able to arrive at 60 minutes prior to your guests' arrival for setup of the birthday party room.
- Entrance into the room will not be permitted any earlier on the day of the party.
- Cleanup of the room will begin promptly at the conclusion of your three hours.
- **Pretend City requires a refundable, non-transferable \$250.00 security deposit due at the same time as the rental deposit, upon signing the agreement. The security deposit will be refunded at the conclusion of the event, once the Client and Pretend City has done a final walk-thru of the party room and if no additional cleaning services are needed.**

Please Initial _____

Gifts:

- Our party hosts will load all gifts into your car at the conclusion of the 3 hour in the private room 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 balloon fee. With this fee, the party staff will be responsible for the setup and cleanup of your balloons. This first must be approved by the Sales Coordinator.
- 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.
- **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 or bounced checks are subject to a \$50.00 late fee.**

Please Initial _____

Private Party Room:

- Once we finalize your head count, we will inform you on the amount of tables you will have for your party. All our tables are the standard, rectangular 6ft tables.
- The Traveling Exhibit space has a standing capacity of 100 guests.

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.
- **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:

Jennifer Jacobson at jennifer.jacobson@pretendcity.org or at 949-428-3900 x211

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: Jennifer Jacobson
29 Hubble
Irvine, CA 92618

Or fax to: (949) 428-3908
Attn: Jennifer Jacobson

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 check one):	Visa	MasterCard	AMEX	Discover
Signature for credit card payment: X _____				

This transaction is for: (please check box below)

- Birthday Party Deposit - \$500 Security Deposit - \$250 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
cb0218@cornerbakerycafe.com

Chick-fil-A
(949) 458-3544

www.chick-fil-a.com
02335@chick-fil-a.com

Panera Bread
(949) 380-9910

www.cater.panerabread.com
katie.snowdenmiller@panerabread.com

Togo's
(949) 426-2106

www.togos.com
jenna.powers@togos.com

Mendocino Farms
(949) 783-2900

www.mendocinofarms.com
cateringuci@mendocinofarms.com

Taqueria De Anda
(714) 871-4211

www.taqueriadeanda.com
info@taqueriadeanda.com

Bucca di Beppo
(714) 740-2822

www.bucadibeppo.com
maryperez@bucainc.com

Pizza Delivery

Pizza 900
(949) 328-9888

www.pizza900.com
ari@pizza900.com

Domino's Pizza
(657) 261-7272

Papa John's Pizza
(949) 829-9595

Bakery

Party Karacters
(949) 328-4512

www.partykaracters.com
info@partykaracters.com

Entertainment

Natalie Bolton
(626) 622-1115

www.ocprincessparties.com
nataliebolton1996@gmail.com

Party Karacters
(949) 328-4512

www.partykaracters.com
info@partykaracters.com