

## **Birthday Party Agreement**

**Unavailable to book May 18, 2019 – September 5, 2019**

*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-4pm Saturdays and 11am-4pm Sundays)

\_\_\_\_\_ in the Traveling Exhibit

\_\_\_\_\_ in CR1&2 (2pm-5pm only) May 18, 2018 - September 5, 2019

**Package:**

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

**Non-Members:** \$1,325 – 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
- 1-2 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 for 80 (disposable table covers, plates, napkins, utensils and cups) – \$150

Face Painter – \$150 (2 hours in party room, based on availability, no cancellations/refund)

**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 you 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:**

- We ask that all gifts remain unopened during the party and opened at a later time outside of the museum.

**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. 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 encourage 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:**

Larissa Benfer at [larissa.benfer@pretendcity.org](mailto:larissa.benfer@pretendcity.org) or at 949-428-3900 x202

**I have read the information on pages 1-3, above, and understand the Terms and Conditions.**

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

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

**Birthday Party**

**Payment**

**Transaction Form**

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

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):	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/> 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. Mini Glider
3. Inflatable Beach Ball
4. Assorted Crayons
5. Coloring Book
6. Animal Mask



### **Pretend City Themed Cake \$95**

- Feeds 45-50 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)

Chick-fil-A  
(949) 458-3544  
[www.chick-fil-a.com](http://www.chick-fil-a.com)

Panera Bread  
(949) 380-9910  
[www.cater.panerabread.com](http://www.cater.panerabread.com)

Togo's  
(949) 426-2106  
[www.togos.com](http://www.togos.com)

Mendocino Farms  
(949) 783-2900  
[www.mendocinofarms.com](http://www.mendocinofarms.com)

Taqueria De Anda  
(714) 871-4211  
[www.taqueriadeanda.com](http://www.taqueriadeanda.com)

Bucca di Beppo  
(714) 740-2822  
[www.bucadibeppo.com](http://www.bucadibeppo.com)

### **Pizza Delivery**

Mountain Mikes Pizza  
(949) 586-4141  
[www.mountainmikes.com](http://www.mountainmikes.com)

Pizza 900  
(949) 328-9888  
[www.pizza900.com](http://www.pizza900.com)  
[ari@pizza900.com](mailto:ari@pizza900.com)

Domino's Pizza  
(657) 261-7272

### **Bakery**

Scratch Bakery  
(949) 859- 2253  
[www.scratchbakerycafe.com](http://www.scratchbakerycafe.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)

\*Please be sure to check vendor operating times for delivery, as it might conflict with your party time.