



## 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. Any bookings scheduled less than two weeks in advance are subject to a \$50 accommodation fee.

**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 Start 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:**

- \$395 Non-Member
- \$345 Weekday Non-Member (Tues-Fri)
- \$356 Member
- \$299 Weekday Member (Tues-Fri)

**Double Standard:**

- \$790 Non-Member (1 private room, 3 hour time slot, 60 guest admission, standard party package inclusions)
- \$712 Member (1 private room, 3 hour time slot, 60 guest admission, standard party package inclusions)

## Upgrade Your Package!

Add decorations and tableware to your party! Upgrade includes plates, cups, napkins, utensils, a happy birthday banner, dessert table backdrop, and centerpieces.

Please indicate your package and select TWO of the colors below for your tableware.

\$100.00 Standard Package Upgrade

\$150.00 Double Package Upgrade

Blue

Green

Yellow

Red

White

Pink

Purple

Orange

Black

## Additional Package Amenities

Pretend City Themed Goody Bags – \$5.00 each (see below for description)

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

### Activities:

Top hat decorating craft activity- \$3.00 each (see below for description)

Face Painter – \$80.00 (1 hour in party room, based on availability, no cancellations/refunds once confirmed)

### Food:

Pizza\* (for 30 people) - \$125.00

Pizza (for 60 people) - \$225.00

\*Pizza for 30 includes 2 pepperoni, 2 cheese, and 1 specialty pizza. Pizza for 60 includes double.

30 donuts from Duck Donuts- \$65.00

60 donuts from Duck Donuts- \$125.00



#### Top Hat Craft Activity:

Children will be able to decorate their own top hat with stickers, jewels, and ribbons, which they can then wear during their time in the city and bring home!



#### Pretend City Goody bags include:

1 coloring book, 1 box of crayons, 1 sticky hand, 1 foam airplane glider, 1 foam animal mask, 1 mini beach ball, 1 bookmark, and 1 sticker sheet



## **Pretend City Birthday Party Policies**

*Initials and signature below confirm agreement to the policies of Pretend City Children's Museum*

### **Event Time:**

- You will have the private party room for one (1) hour.
- Your party start time will be for guest arrival. 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. (VERY IMPORTANT)**
- Mylar balloons are acceptable with a \$15.00 fee. 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 so parents enjoy quality time with their children.
- 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 and around 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:**

Autumn Hagstrom– [autumn.hagstrom@pretendcity.org](mailto:autumn.hagstrom@pretendcity.org) or 949-428-3900 x217

**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: Autumn Hagstrom  
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: _____	CVC: _____ Expiration Date: _____
Card Type (please choose 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 - \$150

Birthday Party - Other Payment

## **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)

Taqueria De Anda  
(714) 871-4211

[www.taqueriadeanda.com](http://www.taqueriadeanda.com)

Buca di Beppo  
(714) 740-2822

[www.bucadibeppo.com](http://www.bucadibeppo.com)

Pizzarageous  
– Pizza Created and Cooked on Site-  
(714) 822-7550

[info@pizzarageous.com](mailto:info@pizzarageous.com)

[www.pizzarageous.com](http://www.pizzarageous.com)

The Olives Branch  
(949)373-5053

[theolivesbranch.com](http://theolivesbranch.com)

### **Pizza Delivery**

Aroma Pizza and Pasta  
(949) 916-0909

<https://business.google.com/web/site/aroma-pizza-and-pasta/>

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)

### **Entertainment**

Party Karacters  
(949) 328-4512

[www.partykaracters.com](http://www.partykaracters.com)

[info@partykaracters.com](mailto:info@partykaracters.com)

Dazzling D's Princess  
Productions LLC

[www.dazzlingprincessparty.com](http://www.dazzlingprincessparty.com)

949-231-9817

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