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? _____

Wednesday-Saturday □ 9:30am(private room 9:30am-10:30am, play time 10:30am-12pm closing)
□ 12pm(private room 12pm-1pm, play time 1pm-4pm closing)
□ 3:00pm(play time 1pm-3:00pm, private room 3:00pm-4:00pm closing)

Sunday
□ 10am(private room 10am-11am, play time 11am-1pm closing)
□ 1pm(private room 1pm-2pm, play time 2pm-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
□ $356 Member
□ $345 Weekday Non-Member (Tues-Fri)
□ $299 Weekday Member (Tues-Fri)

Double Standard:
□ $790 Non-Member (1 private room, 3 hour time slot, 30 guest admission, standard party package inclusions)
□ $712 Member (1 private room, 3 hour time slot, 30 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

□ Blue □ Green □ Yellow □ Red □ White
□ Pink □ Purple □ Orange □ Black

Additional Package Amenities

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

Activities:
□ Top hat decorating craft activity- $3.00 each (see below for description)

Food:
□ Pizza* (for 30 people) - $125.00*Pizza for 30 includes 2 pepperoni, 2 cheese, and 1 specialty pizza.
□ 30 donuts from Duck Donuts- $65.00

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 the designated time.

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:

- We offer one party room which has a capacity of 90 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 to allow for one 6 ft between each to allow for different households to distance. These tables may be adjusted on the day of to support your group.

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.

COVID-19 Safety:

- Masks are required to be worn by all children over 5 while on the floor of the museum.
- Masks may be removed while in the party room for eating and drinking.

Please Initial: _____

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, please contact:

Autumn Hagstrom – 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): 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

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

Chick-fil-A
(949) 458-3544
www.chick-fil-a.com

Taqueria De Anda
(714) 871-4211
www.taqueriadeanda.com

Buca di Beppo
(714) 740-2822
www.bucadibeppo.com

Pizzarageous
– Pizza Created and Cooked on Site-
(714) 822-7550
info@pizzarageous.com
www.pizzarageous.com

The Olives Branch
(949)373-5053
theolivesbranch.com

Pizza Delivery

Aroma Pizza and Pasta
(949) 916-0909
https://business.google.com/website/aroma-pizza-and-pasta/

Mountain Mikes Pizza
(949) 586-4141
www.mountainmikes.com

Pizza 900
(949) 328-9888
www.pizza900.com
ari@pizza900.com

Entertainment

Party Karacters
(949) 328-4512
www.partykaracters.com
info@partykaracters.com

Dazzling D's Princess Productions LLC
www.dazzlingprincessparty.com
949-231-9817

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