

FACILITY RENTAL RESERVATION CONFIRMATION

Dear Pretend City Citizen,

Thank you for selecting the **Pretend City Children’s Museum** for your upcoming event and allowing us the opportunity to serve you. Please select a facility rental package from our options and complete the following information:

Monday-Tuesday (2 Hours)

Friday – Sunday *After Hours Only* (2-Hours)

15 guests Included

30 guests Included

- Nonmember- \$395**
- Member - \$350**

- Nonmember - \$695**
- Member - \$650**

Additional Time : \$100.00 per additional 30 minutes Number of Add. 30 minutes: _____

Additional Guests : \$10.00 per additional guests Number of Add guests: _____

PARTY HOST(S)/PARENT(S): _____

ADDRESS: _____

CITY: _____ **ZIP CODE:** _____

BEST CONTACT NUMBER: _____ **EMAIL:** _____

EVENT DAY/DATE: _____ **ESTIMATED # OF GUESTS:** _____

EVENT NAME: _____ **EVENT TIME*:** _____

****Start and end times indicated should reflect time of actual event. You can start setting up 30 minutes in advance. Cleaning should begin 15 minutes before the end of your scheduled event.***

Upon our receipt of a signed copy of this “Reservation Confirmation”, the “Facility Rental Terms and Conditions Agreement,” along with your rental deposit amount of **\$500.00** and the security deposit of **\$500.00 (only large weekend events)**, Pretend City will then consider your reservation as definite and confirmed.

Please Initial: _____

Facility Rental Includes:

- Two (2) Hours use of Full Museum (plus any additional hours indicated on reservation form)
- Thirty (30) minutes setup time and Thirty (30) minutes cleanup time.
- Private use of the entire museum during specific times.
- Admission for number of guests included in indicated pricing tier
- Pretend City Party Staff to assist with setup and engagement with visiting Guests for evening rentals.
- Event Coordination the day of to assist with implementation of timelines, details, etc.
- Onsite Pretend City 6ft rectangular tables and chairs, available to rent.
- Complimentary parking for all guests.

We look forward to help making your event a memorable and overwhelming success!

FACILITY RENTAL TERMS AND CONDITIONS AGREEMENT

This Agreement along with the Facility Rental Reservation Confirmation will constitute the entire contract (“agreement”) between the Pretend City Children’s Museum (“Pretend City”) and you (“the client”). This agreement will be considered definite and confirmed when both documents are signed by the client and returned to Pretend City with the required deposit.

I. PAYMENT

Rental Deposit – Pretend City requires a non-refundable, non-transferable **\$500.00** deposit (or full balance) to confirm the event. The deposit is NON-REFUNDABLE and NON-TRANSFERABLE and is due at the time of the completion of the Facility Rental Reservation Confirmation.

Security Deposit – Pretend City requires a refundable, non-transferable **\$500.00** security deposit due at the same time as the rental deposit (*for large weekend events*), 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 facility for any damages.

Please Initial: _____

Final Payment –The remaining balance is due seven (7) days prior to the event, unless the Facility Rental Reservation Confirmation is completed closer to the date of usage, in which case the fee will be due and payable during submission of that document. All payments must be in the form of cash, credit card, personal check, cashier’s check or money order. Please make checks made payable to “Pretend City Children’s Museum”. There will be a \$30.00 fee for any return check. If an “overpayment” has been made by the client, Pretend City will issue a refund.

Credit Card Authorization Form – Pretend City requires a signed credit card authorization form and credit card imprint for the event. Any outstanding charges will be processed to the card on file following the completion of the event.

Cancellation Policy – Cancellations must be received by Pretend City. For a cancellation within thirty (30) days the client will be charged 50% of the estimated event cost. For a cancellation within seven (7) days the client will be charged 100% of the estimated event cost. Pretend City retains the option to cancel an event should the client fail to comply with any of the provisions contained in this agreement.

Facility Rental Fees – Pretend City requires the **facility rental deposit AND security deposit** to process your reservation.

Function Hours – The event hours are as stated above. All guests must depart Pretend City at or before the event end time. If the event continues after the scheduled end time the client will be subject to an additional \$200.00 per half-hour labor charge (plus applicable service charge and state sales tax) for any hour or fraction of an hour.

Please Initial: _____

Guarantee – Pretend City must receive a guarantee of the exact number of guests expected at least five (5) days prior to the event. Pretend City will calculate the total event cost based upon this guarantee and the client will be responsible for 100% of this cost. If a guarantee is not received, Pretend City will use the number of guests estimated on the most recently signed Facility Rental Event Order as the guarantee. Pretend City can accommodate up to a 5% increase in guests over the guaranteed number at an additional cost.

II. SETUP, CLEANUP, CATERERS, OUTSIDE SUPPLIERS

Staffing – Pretend City supplies the space ONLY. Catering, decorating, equipment, supplies (not specifically identified on the Rental Confirmation) are not part of the basic rental agreement and must be made directly with the provider of such services and paid in accordance with their policies. At least one Pretend City staff representative will be present at the event from setup through cleanup. The number of Pretend City staff members present depends upon the number of guests attending the event. Pretend City staff will be available to execute the policies of Pretend City.

Setup – Access to the facility for setting up, including caterer setup will be during the hours stated on the Facility Rental Reservation Confirmation **ONLY**. A written schedule for setup must be provided to the Facility Rental Coordinator and will be clearly identified on the BEO form. Standard setup time is one (1) hour prior to the event start time. Pretend City staff will not be responsible for the moving, setting up, or taking down of any equipment or supplies brought in by or for the Client.

Cleanup – The premises must be left in as good a condition and repair as found at the beginning of the rental period. All food, beverages, equipment and rented supplies must be removed from the premises immediately after each use of the facilities AND NO LATER THAN THE EXIT TIME STATED ON THE FACILITY RENTAL RESERVATION CONFIRMATION, unless other arrangements have been made with the Sales Coordinator. All waste, unused food, beverage, and trash must be removed from Pretend City and properly disposed of at the conclusion of the event. Any additional cleaning services needed following the event will be deducted from the security deposit.

Please Initial: _____

Bar Service – If alcoholic beverages will be served during the event, Client must, at the client's expense, have it provided by a catering company or bar service. Proof of an alcohol permit through a catering company or bar service must be given to Pretend City ten (10) days prior to the event date. Alcohol is not permitted on the premise unless otherwise. Client agrees to comply with all applicable local, state and federal ordinances, statues, laws and regulations. Pretend City in accordance with federal law, forbids the service of alcoholic to minors. Any observation of this violation will result in immediate termination of the event. The sobriety of all guests is the responsibility of the client.

Please Initial: _____

Food Service – The client must notify Pretend City five (5) days prior to the event date of all food services provided for the event for approval. Pretend City reserves the right to determine the areas where food and beverage service is permitted. Caterer may set up a field kitchen in an area designated by Pretend City. No open flame is permitted, and only kerosene food warmers are permitted outside of any kitchen spaces. Pretend City strives to be a nut-free facility, due to allergies.

Rentals – Pretend City offers tables and chairs rentals to the Client at an **additional cost**. Tables are \$5 each. All our tables are 6ft rectangular tables. Pretend City has approximately 25 tables onsite for rental. Chairs are \$1 each. All chairs are white folding chairs. Pretend City has approximately 75 chairs onsite for rental. All rentals must be finalized with the Sales Coordinator seven (7) days prior to the event. Payment for the rentals will be

due at the same time as final payment. All rentals must be returned to Pretend City in the same condition as it was given. If any additional rentals are needed, Client may, at the client's expense, go through an outside vendor.

Please Initial: _____

Decorations – The use of glitter and confetti is **not** permitted inside or around Pretend City. A minimum cleanup fee of \$500.00 will be assessed if used. All candles require a glass enclosure and/or **approval from the Sales Coordinator**. The Sales Coordinator must be consulted prior to the setup of any displays, etc. Except with the prior written consent of the Sales Coordinator, Client shall not cause or permit the facility to be injured, marred, or in any manner defaced or changes. The use of nails, staples, glue or any like materials is not permitted on any exhibit walls, doors or ceilings of any event room. **Latex balloons are not permitted at the facility, due to safety. The use of Mylar balloons is allowed with a \$15 fee, with prior approval from the Sales Coordinator.**

Please Initial: _____

Music and Entertainment – For the comfort and convenience of all our guests, Pretend City reserves the right to monitor and/or control any audio transmission. DJ, band or any amplified entertainment must conclude at least thirty (30) minutes prior to the “End Time” of the event. Event entertainment vendors must contact the Sales Coordinator prior to the event to discuss any/all power needs. Any additional power required is not the responsibility of the Pretend City.

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.

III. RESPONSIBILITY AND INDEMNITY

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 therefrom. 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.

CHILDREN ARE TO BE SUPERVISED BY PARENTS AT ALL TIMES. RUNNING IS NOT PERMITTED IN THE MUSEUM.

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.

GENERAL RULES AND INFORMATION

Smoking – Smoking is prohibited inside or around Pretend City.

Parking – A complimentary self-park parking lot is available. Arrangements can be made for valet parking, if desired. All valet costs are separate from Pretend City charges and are to be handled directly with the contracted vendor.

Security – Pretend City may require security for your event. If required, client must provide and pay for adequate security if required from a licensed agent. A copy of the security contract must be submitted to Pretend City for approval no later than ten (10) days prior to the event.

Shipping and Storage – Any materials shipped to Pretend City must have prior approval from the Sales Coordinator. The Sales Coordinator must be provided with the times and contact information for any/all items to be delivered. Any materials shipped may arrive no earlier than two (2) days prior to the event and may not remain on the property longer than two (2) days after the event concludes. All materials must be clearly labeled with the name of the event and be addressed to the attention of the Sales Coordinator. Any shipping charges will be paid by the client. If any major handling is required on the part of the Pretend City, a handling charge will apply. Pretend City accepts no responsibility for items stored or left on the property.

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. The security deposit will be returned after an event walk-thru with the Client and the Sales Coordinator.

IV. PRETEND CITY COMMUNITY CODES

1. **All children must be supervised by a grown-up** while playing at Pretend City.
2. Pretend City encourages all guests to **play in peace**:
 - Take turns role-playing so everyone has a chance to play!
 - For the safety of all our guests, we use our walking feet only.
3. Be a good citizen and remember to **keep our city clean**:
 - Put the toys back where we found them for the next group of friends to play and have just as much fun as you did!
 - Food and drinks are to be enjoyed in the designated areas only.

For questions, please contact Leslie Perovich at leslie.perovich@pretendcity.org or (949)428-3900 ext 224

I have read the information on pages 1-5, above, and understand the Terms and Conditions.

_____	_____	_____
Client (print)	Client (sign)	Date

_____	_____	_____
Sales Coordinator (print)	Sales Coordinator (sign)	Date

EVENT PAYMENT TRANSACTION FORM

Today's Date: _____

Date of Event: _____

Event Name: _____

Total Amount Due:

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: _____ CSV _____

Card Type (please check one): Visa MasterCard Discover

Signature for credit card payment: X _____

This transaction is for: (please check box below)

Facility Rental Deposit - \$500.00 Security Deposit - \$500 Facility Rental - Other Payment