



Facility Rental Agreement

This completed contract, along with a non-refundable/non-transferable deposit of **\$500.00** is required to secure a booking. Facility rentals are only booked at least two (2) weeks in advance of event date. We do not accept day of bookings. Any bookings accommodated less than two weeks in advance are subject to a \$100 accommodation fee.

Your date is NOT confirmed until you receive a confirmation email by the Sales Coordinator.

Name of Birthday Party Child(ren): _____ Age(s) will be turning: _____

Party Host(s)/Parent(s): _____ Date Requested: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Best Contact Number: _____ E-mail: _____

Estimated # of Guests* (children): _____ (adults): _____ **Pretend City requires at least 1 adult for every 5 children.*

Select your rate:

Includes admission for 100 total guests - each additional guest is \$15; Maximum 200 guests.

Membership must be active at time of booking to qualify for member rate.

\$3,000 Non-Member

\$2,700 Member

Facility Rental Itinerary:

Facility rentals are only available outside of Pretend City's normal operating hours.

No accommodations can be made to itinerary times as noted below.

4:30pm - 5:00pm

Set Up

5:00pm - 7:00pm

Playtime

7:00pm - 7:30pm

Clean Up

Facility Rental Includes:

- Two (2) Hours private use of the museum after closing from 5-7pm.
- Thirty (30) minutes setup time and thirty (30) minutes cleanup time.
- Admission for 100 guests; \$15 for each additional guest with **maximum** limit of 200 guests.
- Pretend City Party Staff to assist with setup and welcoming guests.
- 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.



Pretend City Facility Rental Policies

Please read through the following policies carefully to understand expectations for your celebration. If you have any questions, please contact the Sales Coordinator at events@pretendcity.org for assistance.

Facility & Supplies:

- Facility rentals have access to a refrigerator and sink during your celebration. We will supply a rolling cart to assist with your setup and cleanup. The party family is responsible for loading and unloading party items as well as decorating.
- Tables and chairs in the Real Café are available for use. There are 5 round tables and 25 chairs.
- Pretend City offers additional tables and chairs to rent for a fee. Tables are \$5/each, chairs are \$1/each. Tables are standard 6ft rectangular tables. All rentals must be finalized with the Sales Coordinator prior to the event. Payment for the rentals will be due at the same time as final payment.

Arrival & Schedule:

- Setup time begins 30 minutes prior to your party start time. **Early access is not available.**
- Cleanup time begins promptly at the end of your celebration. All items must be removed from the museum premises within the 30-minute cleanup time.
- Any food deliveries should be ordered *before* arrival and scheduled to arrive within 30 minutes of your setup time. Your party times cannot be extended if food arrives late.
- Due to the limited time, we ask that all gifts remain unopened during the party.
- 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 per half-hour labor fee.

Prohibited Items:

- ***Latex balloons, glitter, confetti, pinatas, alcohol, and open flames are NOT permitted.***
- Mylar balloons are permitted with prior approval by the Sales Coordinator for a \$15.00 fee.
- Only candles on the birthday cake are allowed.
- Nails, staples, glue or similar materials are not allowed on any walls. Scotch or painters' tape are acceptable. No items may be hung from the ceiling. Please ask Pretend City staff for direction.
- Entertainment such as characters, face painters, or DJ require prior approval by the Sales Coordinator.
- **All vendors and entertainment must adhere to the museum policies and prohibited items.**
- Pretend City reserves the right to monitor and/or control any amplified entertainment and it must end at least 30 minutes before clean up time. Any power needs are not the responsibility of the Pretend City.
- Food and beverages are only allowed in the areas as identified by Pretend City.

Payment:

- Final payment is due at the conclusion of your party. If final payment is not received that day, we will charge the card on file for the full outstanding balance as well as a \$50.00 late fee.
- In the event of a cancellation, the \$500 non-refundable deposit will be forfeited.
- Pretend City *may* request a refundable **\$500.00** security deposit due at the same time as the rental deposit. The security deposit will be refunded after Pretend City has done a final walk-thru of the facility to determine any damages.

Pretend City Responsibilities:

- Staff are not permitted to serve food as Pretend City is not a licensed facility for food/beverage service.
- We will welcome and count all your guests as they arrive. At the conclusion of your celebration, our party staff will settle your final balance.



Pretend City Community Codes

- **Children must always be supervised by a grown-up upon entering the museum learning spaces.**
- Pretend City is an electronic free facility so parents can 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, and Help.
- Adherence to museum policies by all party guests are the responsibility of the party family.
- For the health of Pretend City Children's Museum community, we ask families to please only play with us on days that everyone is feeling well.

Additional Terms & Conditions

Hazardous Material – Client agrees not to bring 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. 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 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.

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 damage to the credit card on file for the event.

For additional questions, please email: events@pretendcity.org

I have read the information above and agree to the Terms and Conditions of Pretend City Children's Museum

Signature: _____

Date: _____



Facility Rental Payment Transaction Form

Pretend City Children's Museum
29 Hubble, Irvine, CA 92618
www.pretendcity.org

Today's Date: _____

Date of Facility Rental: _____

Please charge my credit card for: Facility Rental Deposit - \$500.00 Security Deposit - \$500.00

Name (as it appears on the credit card): _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Card Number: _____ CSC: _____ Expiration Date: _____

Card Type (please choose one): Visa MasterCard AMEX Discover

Signature for credit card payment: X _____

Reminder – a non-refundable, non-transferable deposit of \$500.00 is required to secure your booking.

The deposit will apply towards the party total. Pretend City Staff will settle your final balance at the conclusion of your party. If final payment is not received that day, we will charge the card on file the following business day for the full outstanding balance as well as a \$50.00 late fee.

Cancellations will result in forfeiture of the \$500 non-refundable, non-transferable deposit.