

## **Birthday Party Contract**

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 accommodated less than two weeks in advance are subject to a \$50 accommodation fee.

**Your date is NOT confirmed until you receive a confirmation email!**

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

Date Requested: \_\_\_\_\_ Day of week: \_\_\_\_\_

Party Host(s)/Parent(s): \_\_\_\_\_

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 25 total guests - each additional guest is \$15; Maximum capacity 50 guests.*

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

☐ \$595 Non-Member

☐ \$535 Member

### **Select your preferred party schedule:**

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

☐ 9:00am  
Party  
Itinerary:  
8:30am - 9:00am Set Up  
9:00am - 10:00am Private Room  
10:00am - 10:30am Clean Up  
10:00am - 4:00pm Playtime

☐ 12:00pm  
Party  
Itinerary:  
11:30am - 12:00pm Set Up  
12:00pm - 1:00pm Private Room  
1:00pm - 1:30pm Clean Up  
1:00pm - 4:00pm Playtime



### ☐ **\$100.00 Add-on Party Supplies!**

Save time by adding-on party supplies – includes: tablecloths, plates, cups, napkins, and utensils for up to 25 guests which will be set up before you arrive!

Please select TWO colors below for your supplies:

☐ Blue

☐ Green

☐ Red

☐ Pink

☐ Orange

☐ Black

☐ Purple

☐ Yellow

☐ White

## **Pretend City Birthday Party Policies**

*Please read through the following policies carefully to understand expectations for your celebration. If you have any questions, please contact [events@pretendcity.org](mailto:events@pretendcity.org) for assistance.*

### **Room & Supplies:**

- The party room maximum capacity is 50 guests. If your expected guest count exceeds the room capacity, please notify Pretend City immediately to see if any accommodations can be made.
- Each party room has a refrigerator and sink available for use during your celebration. We will supply you with 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 are standard, rectangular 6ft tables. There will be 6-8 tables set up in your room by Pretend City staff before you arrive. Staff will clean tables & chairs after use and store appropriately.

### **Arrival & Schedule:**

- Setup time begins 30 minutes prior to your party start time. **Early access is not available.**
- You will have the private party room for one (1) hour. Guests will be advised of the party itinerary at check in. **Your party and room times cannot be extended if you or your guests arrive late.**
- Cleanup time begins promptly at the end of your one-hour celebration. All items must be removed from the museum premises within the 30-minute cleanup time. No items may be taken onto the museum floor. We recommend you bring a cooler to store any perishable items in your vehicle.
- Any food deliveries should be ordered *before* arrival and scheduled to arrive within 30 minutes of your setup time. Your party and room times cannot be extended if food arrives late.
- Due to the limited time in the party room, we ask that all gifts remain unopened during the party.

### **Prohibited Items:**

- **Latex balloons, glitter, confetti, pinatas, alcohol, and open flames (including Sterno cans or food warmers) are NOT permitted.**
- Mylar balloons are permitted with prior approval by Pretend City 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 or face painters require prior approval by Pretend City.
- Entertainers and vendors are only permitted within the private room for the time as outlined in the reservation. **Entertainers are not allowed on the museum floor.**
- All vendors and entertainment must adhere to the museum policies and prohibited items.

### **Payment:**

- Final payment is due at the conclusion of your party before you enter the museum floor.
- Any additional guests above the included guest count will be an additional fee of \$15.00 per person.
- 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.
- In the event of a cancellation, the \$150 non-refundable deposit will be forfeited.

### **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 wristband all your guests as they arrive. At the conclusion of your celebration, our party staff will settle your final balance before you join your guests in playtime on the museum floor.



## 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](mailto:events@pretendcity.org)

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

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

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



## **Birthday Party Payment Transaction Form**

Pretend City Children's Museum

29 Hubble, Irvine, CA 92618

[www.pretendcity.org](http://www.pretendcity.org)

Today's Date: \_\_\_\_\_

Date of Birthday Party: \_\_\_\_\_

☐ Please charge my credit card for a Birthday Party Deposit - \$150.00

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 \$150.00 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 before you enter the museum floor. 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 \$150 non-refundable, non-transferable deposit.