**FOR OFFICE USE ONLY**

PARTY DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PARTY TIME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BIRTHDAY PARTY CONTRACT**

The completed contract, along with a deposit of $100 to $200 is required to secure a booking. Birthday parties are only booked at least two (2) weeks in advance unless a cancellation occurs. We do not accept day of bookings unless there is an opening or cancellation. Day of bookings will be charged an additional fee. Your date is not confirmed until you are contacted by a Playground Coordinator to verify receipt and availability.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **RESPONSIBLE PARTY CONTRACTOR:** | | | | | | |
| NAME: | | | | | | |
| ADDRESS: | | | | | | |
| BEST CONTACT NUMBER: | | | | EMAIL: | | |
| HOW DID YOU HEAR ABOUT US? | | | | | | |
| **BIRTHDAY PARTY INFO:** | | | | | | |
| PARTY DATE | PARTY TIME | | 2ND CHOICE PARTY DATE | | | 2ND CHOICE PARTY TIME |
| BIRTHDAY CHILD’S NAME: | | | | | | |
| UPCOMING AGE: | | * MALE | | | * FEMALE | |
| NO. OF CHILDREN ATTENDING (DO NOT INCLUDE BIRTHDAY CHILD: | | | | | | |

**EVENT TIME**: (please check below the desired start time of your party)

* 11 am (party event from 11 am to 1 pm, unlimited play)
* 2pm (party event from 2 pm to 4 pm, unlimited play)
* 4:30 pm (party event from 4:30 pm to 6:30 pm, unlimited play)
* 7 pm (party event from 7 pm to 9 pm, unlimited play)

**PACKAGES**: (please check below)

All packages include 2 hours of party room rental, clean up, gift bags, balloons for every child, unlimited play time and wristband/stamp for each child in party only.

In addition to the party package, set up will cost an additional $50 to $150 depending on how many people in your party. You will receive: (set-up of plates, cups, napkins, table covers and seat covers),

**Please Initial:\_\_\_\_\_\_\_\_\_\_**

* $250 10 children or less (over 10 children - extra charge of $15 per child up to 14)
* $300 15 children (over 15 children – extra charge of $20 per child up to 19)
* $350 20 children (over 20 children – extra charge of $20 per child up to 24)
* $450 25 children (over 25 children – extra charge of $20 per child)
* Custom package: no. of children \_\_\_\_\_\_\_\_\_

Color Request (up to 2 solid colors): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please Initial:\_\_\_\_\_\_\_\_\_**

**ADDITIONAL PACKAGE AMENITIES:**

* The Playground Theme cake (includes Birthday Child’s name)
* Special theme balloons / price TBD
* Special theme party supplies (plates, cups, napkins and table covers) / price TBD
* Food (pizza, soft drinks or juice)

$60/ 10 children $80/15 children $100/20 children $120/25 children

* Additional goody bags $3/per bag
* I will provide my own cake and food (Food preparation is not permitted. Please bring items that are already prepared. No alcoholic beverages allowed.

**Please Initial:\_\_\_\_\_\_\_\_\_**

**Event Time**

* + - * You will have the private party area for 1 ½ hours. This includes clean up time. Open play area will still be available for the last ½ hour of your event.
* The start time of your party will be the time for guests to arrive and will be directed straight to the private room.
* Your guests will enjoy the play area during this time and must receive a wristband in order to enter play area. (Note: siblings or other children not included in the number or party guest may not enter area without paying the entry fee of $12.)

**Please Initial:\_\_\_\_\_\_\_\_\_**

**Setup / Cleanup Time**

* Your party room will be available 15 minutes prior to start of party.
* Cleanup of the room will begin promptly within 1 ½ hours.

**Please Initial:\_\_\_\_\_\_\_\_\_**

**Gifts**

* The opening of gifts should be allotted during your two (2) hour time frame.

**Please Initial:\_\_\_\_\_\_\_\_\_**

**Decorations**

* Candles, other than on the birthday cake, are strictly prohibited.
* Glitter and confetti are not permitted inside of The Playground.
* Nails, staples, glue or any like material are not allowed on any walls or doors. Tape is acceptable.
* Décor cannot be hung from the ceiling i.e. piñatas’

**Please Initial:\_\_\_\_\_\_\_\_\_**

**Final Count**

* We will contact you one week prior to your party to confirm you guest count, any additional amenities and your final remaining balance due.
* Any additional guests above the number in the contract, once confirmed, will be charged at an additional fee of $20 per child if the child is included in the party and to receive party amenities. Other than that they will pay regular admission prices and not receive party amenities

**Please Initial:\_\_\_\_\_\_\_\_\_**

**Private Party Room**

* We set the tables in the room for child guests only, with additional seating on the perimeter.

**Please Initial:\_\_\_\_\_\_\_\_\_**

**Food and Non-Alcoholic Beverages**

* At this time The Playhouse is not a licensed facility for food/beverage service.
* You are able to provide your own food and non-alcoholic beverages for the party. However, The Playhouse can also provide these services for you.
* Food deliveries should arrive at least 15 minutes prior to your party. 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 The Playground, and are not allowed on play area floor.

**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 The Playground property shall be the responsibility of the client. Client also accepts responsibility for any injury to person(s) or property, or loss of or damage to the property or theft of 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. The Playground 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, The Playground, 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 The Playground.
* **Lost or Damaged Personal Property** –The Playground assumes no responsibility for the damage or loss of any articles left on The Playground property prior to, during, or following the event. Any items left behind will be held at The Playground for pickup for up to two (2) days after the event.
* **Damaged “The Playground” Property** – The client will be responsible for any damage to The Playground property and will be charged for any/all damages to the credit card on file for the event.
* **Deposit / Cancellation**  - Cancellation must occur within 72 hours of party date. Failure to show or cancel within 72 hours will forfeit deposit.

**Please Initial:**

**The Playground Rules and Regulations**

1. ALWAYS FOLLOW THE OPERATORS INSTRUCTIONS.
2. NO SHARP OBJECTS, FOOD, DRINKS, GUM OR CANDY ARE ALLOWED WITHIN THE PLAYGROUND AREA.
3. NO PUSHING, HITTING OR ROUGH HORSEPLAY ALLOWED WITHIN THE MOON BOUNCES OR GENERAL PLAY AREA. IF ASKED TO EXIT THE MOON BOUNCE OR ANY PLAY EQUIPMENT FOR ANY REASON, YOU MUST COMPLY IMMEDIATELY. FAILURE TO COMPLY WILL RESULT IN SUSPENSION OF PLAY.
4. FOR YOUR SAFETY THERE IS NO RUNNING WITHIN ALLOWED WITHIN THE FACILITY.
5. IF YOU WISH TO LEAVE THE PLAYGROUND AREA NOTIFY AN ATTENDANT BEFORE EXITING.
6. NO YELLING, SCREAMING OR FOUL LANGUAGE ALLOWED

**For questions, contact us Monday through Saturday between 11am and 9pm**

**Sunday from 1 pm to 6 pm at 240-788-6772**

**I have read the information on pages 1-5, and agree to the rules and regulations of The Playground above, and understand the Terms and Conditions of this contract.**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Accepted by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FOR PLAYHOUSE USE ONLY**

**NOTES:**

**DEPOSIT RECEIVED ON: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ AMOUNT:\_\_\_\_\_\_\_\_\_\_\_**

**BALANCE REMAINING: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BALANCE RECEIVED ON:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SIGNATURE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Photo / Video Disclaimer**

The Playground at the Playhouse (The Playground) reserves the right to use any photograph/video taken at its facility, without the expressed written permission of those included within the photograph/video. The Playground may use the photograph/video in publications or other media material produced, used or contracted by The Playhouse including but not limited to: brochures, invitations, books, newspapers, magazines, television, websites, etc.

To ensure the privacy of individuals and children, images will not be identified using full names or personal identifying information without written approval from the photographed subject, parent or legal guardian

A person attending The Playground facility who does not wish to have their image recorded for distribution should make their wishes known to the photographer, and/or The Playground staff, and/or contact The Playground at *The Shops at Iverson Mall 3731 Branch Ave. Temple Hills, MD 20748,* in writing of his/her intentions and include a photograph. The Playground will use the photo for identification purposes and will hold it in confidence.

By participating in activities at The Playground facility or by failing to notify The Playground, in writing, your desire to not have your photograph used by The Playground, you are agreeing to release, defend, hold harmless and indemnify The Playground from any and all claims involving the use of your picture or likeness.

Any person or organization not affiliated with The Playground may not use, copy, alter or modify The Playground photographs, graphics, videography or other, similar reproductions or recordings without the advance written permission of an authorized designee from The Playground.

***I have read and agree to the preceding terms and conditions. I am also consenting to any child under the age of 18 that I am the parent/guardian thereof.***

Customer Signature and Date

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**Payment Transaction Form**

If mailing, please mail to:

**THE PLAYGROUND AT THE PLAYHOUSE**

The Shops at Iverson Mall

3731 Branch Ave.

Temple Hills, MD 20748

Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birthday Party: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Party Total Cost:\_\_\_\_\_\_\_\_\_\_\_\_ Cash Deposit Amount: \_\_\_\_\_\_\_\_\_\_ Balance\_\_\_\_\_\_\_\_\_\_
* Credit Card: (fill out information 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CSC: (3-digit security code on the back)\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Signature for credit card payment**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**This transaction is for**: (please check box below)

Birthday Party Deposit - $100 to

Birthday Party Other Payment