



## Birthday Party Contract

This completed contract, along with a non-refundable/non-transferable deposit of \$100.00 is required to secure a booking.

***Birthday parties are only booked at least two (2) weeks in advance. We do not accept day of bookings.***

***Your date is not confirmed until you are contacted by the Activity 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): \_\_\_\_\_

*Art of Recycle requires a ratio of at least 1 adult for every 5 children*

How did you hear about us? \_\_\_\_\_

**Event Time:** (please check below the desired start time of your party)

- 10am (In private room from 10am-12am)
- 1pm (In private room from 1pm-3pm)
- 4pm (in private room from 4pm-6pm)

**Package:** (please check below which package you qualify for)

**Members:**

\$180 Member

**Members:**

\$200 Non-Member

Included Package Amenities:

- One (2) hour in private party room beginning at one of the times above
- Unlimited time in the art center following time in private party room
- Birthday Party Room admission for up to 30 guests total (including both children and adults)
- Tables, chairs, sink with running water and refrigerator/freezer provided
- 1-2 Art of Recycle Hosts to assist facilitate the party: before for setup, during, and after for cleanup

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

# ART of RECYCLE

## Event Time:

- You will have the private party room for two (2) hours.
- The start time of your party will be the time for guests to arrive and will be directed straight to the private room.

## 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 allotted time. You will be given 30 minutes for clean-up time.

## Gifts:

- Gifts may be opened during the party time, if you decide that.

## Decorations:

- **Latex balloons are allowed at the facility, but only in the party room. Due to its choking hazard they must be cleaned up as soon as they break. You, the host, are responsible for notifying your guests of the possibility of allergic reactions.**
- Mylar balloons are also permitted.
- Candles, other than on the birthday cake, are strictly prohibited.
- Nails, staples, glue or any like materials is not allowed on any walls or doors. Tape is acceptable.
- Décor cannot be hung from the ceiling ie. piñatas.

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

## Final Count:

- We will contact you one week before your party to confirm your guest count, any additional amenities and your final remaining balance due.
- If any additional guests that enter the facility for your party above the 30 guests included in your package, the additional fee is \$10.00 per additional person.

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

## Food and Non-Alcoholic Beverages:

- Art of Recycle party hosts are not permitted to serve food/cake as Art of Recycle is not a licensed facility for food/beverage service.
- You are able to provide your own food and non-alcoholic beverages for the party.
- Art of Recycle is both a nut free and alcohol free facility.
- The private party room has a refrigerator/freezer available for your items. It is accessible 30 minutes prior to your start time and must be cleared immediately following your two hour in the room.
- Food deliveries should arrive within the 30 minutes of your setup time.
- **At the conclusion of your event all food and beverages need to be removed from Art of Recycle and are not allowed in the Art Center's sales floor or other activity rooms.**

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

## Community Codes:

- Art of Recycle is a public building. All visitors deserve respect and the opportunity to enjoy their time in a fun and peaceful environment. If the community codes are not followed, your group may be asked to leave.
- **Young Children must be supervised by a grown-up at all times upon entering Art of Recycle.**
- We encourages all visitors to play in peace and be good citizens by keeping Art of Recycle running smoothly: Behave, Clean-up, Cooperate, Help.

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

# ART of RECYCLE

## **Membership:**

- As a Member of Art of Recycle, you will receive one birthday party package per year at a 10% discounted rate.

## **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 Art of Recycle 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 group to follow all applicable rules and regulations will be cause for eviction. Art of Recycle 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, Art of Recycle, 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 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 Art of Recycle.
- **Parking** - Parking is available for you and your guests across the street from Art of Recycle in "Lot A" and on the street in front of Art of Recycle's store front.
- **Lost or Damaged Personal Property** -Art of Recycle assumes no responsibility for the damage or loss of any articles left on Art of Recycle's property prior to, during, or following the event. Any items left behind will be held at Art of Recycle for pickup for up to two (2) days after the event.
- **Damaged Art of Recycle Property** - The client will be responsible for any damage to Art of Recycle property and will be charged for any/all damages to the credit card on file for the event.

**For bookings, appointments or questions, contact us Monday through Saturday between 9am and 6pm:**

Chelas Montanye (717) 466-6966 info@artofrecycle.org

**I have read the information on pages 1-3, above, and understand the Terms and Conditions.**

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

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



## Payment Transaction Form

If mailing, please mail to:

**Art of Recycle**  
Attn: Chelas Montanye  
27 Cloister Ave  
Ephrata, PA 17522

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

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

Birthday Party Other Payment

# ART of RECYCLE

## Choose A Craft For Your Party



### Crafts for Ages 3-6

1. Finger Puppet Craft and Puppet Show
2. Yarn Painting Craft (no messy paint)
3. Mini Tea Cup Fairy Gardens
4. Gyutaku - Under Sea Stamping Craft
5. Unicorn Tea Party - Magic Wand Craft
6. Making Water Color Paints and Craft



### Crafts for Ages 6-9

1. Stepping Stones
2. Unicorn Tea Party - Magic Wand Craft
3. Mini Tea Cup Fairy Gardens
4. Junk Drawer Crafts
5. Robot Crafts
6. Crafting Challenge Party
7. Paper Making Crafts



### Crafts for Ages 10-13

1. Mini Tea Cup Fairy Gardens
2. Junk Drawer Crafts
3. Textile Collages
4. Mosaics
5. Stamping Wooden Pendants
6. Marionette Puppets



### Crafts for Ages 14 and up

1. Wind Chime Crafts
2. Junk Drawer Jewelry Making
3. Vintage Jewelry Collage
4. Finger Tip Painting with Acrylics
5. Felting Flowers for Jewelry
6. STEAMPunk Journaling

*\*Please note workshops may change based on material availability. Please check online workshop guide for more options.*

## Birthday Party Vendors

### Bakeries

Laura the Cookie Lady  
(717) 466-6600

Scratch Bakes  
(717) 466-6464

GIANT FOOD Stores  
(717) 733-6334

Wal-Mart Bakery  
(717) 721-6680

### Restaurants

Scratch Bakes  
(717) 466-6464

Subway Restaurants  
(717) 738-4436

China Taste  
(717) 721-6898

Griddle and Grind Cafe  
(717) 466-6626

### Pizza Delivery

Papa John's Pizza  
(717) 721-7979

JD's Pazzo Pizza  
(717) 721-7299

Domino's Pizza  
(717) 733-5118

Roma Pizza  
(717) 733-8786