



## 2024 Private Party Contract

This contract, along with a \$100 non-refundable deposit is required to secure a booking with Tiny Town Children’s Discovery Centre. The completed party contract must be submitted at the same time as the deposit. Submission of this party contract does not guarantee a reservation. Reservations cannot be confirmed until the contract and deposit are received and processed by our staff.

Please fill out each of the fields below completely and accurately to ensure timely processing of your requested reservation.

<b>Child’s First Name:</b>		<b>Child’s Current Age:</b>	
<b>Party Date:</b>		<b>Party Time:</b>	
<b>Parents Full Name:</b>			
<b>Email Address:</b>			
<b>Phone Number:</b>			
<b>Approx # Adult Guests:</b>	<b>Approx # Child Guests:</b>	<b>Approx. # Infant Guests:</b>	
<b>Add Ons:</b> I would like to add loot bags to my party (\$6.50+tax/bag) <b>YES / NO</b>			
<b>NOTES:</b>			

**Terms & Conditions**

**Venue Access**

Hosts will have access to the facility 15 minutes prior to the party’s scheduled start time. Guests will not be allowed into the facility prior to the party’s scheduled start time. All party attendees must leave the facility no later than 15 minutes after the party’s scheduled end time. Failure to do so will result in an additional fee.

All guests must wear socks or indoor shoes or slippers on their feet at all times. No Exceptions. Socks will be available for purchase at the front desk should a guest forget.

## **Payment**

A credit card must be provided and held on your customer account which is protected by the Square Payment Company. A credit card authorization form is found on the last page of this document. Additional charges (if any) will be charged up to 24 hours after your party and an email will be sent with the reason for the charges.

## **Cleanup**

Hosts are expected to place all trash and debris inside the designated receptacles prior to vacating the facility. Failure to do so will result in an additional cleaning fee. We appreciate hosts assisting in keeping the play area clean. Toys must remain on the designated floor.

Parents may bring decorations as they see fit, with the following restrictions:

- No decorations may be pinned, nailed or glued to any surface
- No flames aside from the candles on the birthday cake or cupcakes.
- No Glitter, Confetti or Pinatas
- No Latex Balloons
- No Inflatables (bouncy castles, ball pits etc)

## **Outside Entertainment**

If planning on having outside entertainment (princesses, superheroes, clowns, magicians, mascots, characters etc) attend your party, you must get written approval from Tiny Town's Owner, Michelle Payne. Proof of the entertainment companies insurance must be provided at minimum 1 week before the scheduled party. Failure to provide the insurance certificate will prevent the entertainer from having access to Tiny Town.

Tiny Town does have connections with many local children's entertainers. If you are looking for something, send us a message and we can put you in contact with our vendor approved entertainment.

## **Food & Drink**

Alcoholic beverages are prohibited on Tiny Town Children's Discovery Centre property at all times. You may bring food and nonalcoholic beverages to serve during the birthday party. Please note that we do not have a fridge, freezer or stove on the property. All food and drink must be removed from the facility no later than 15 minutes after the party's scheduled time. All food must be peanut & tree nut free and consumed at the designated snack table. If bringing a cake, please do not forget to bring a knife and lighter to light the candles.

## **Guest Conduct**

All guests are expected to behave reasonably at all times. Children must be supervised by a responsible adult at all times. Tiny Town Children's Discovery Centre will issue a single warning for unruly conduct prior to asking guests to leave the premises.

**Liability**

By signing this birthday party contract, you release Tiny Town Children's Discovery Centre from any potential liability. You agree to indemnify and hold harmless Tiny Town Children's Discovery Centre and its employees for any damages, loss, or injury that may occur.

Should Tiny Town Children's Discovery Centre property be lost or damaged due to the activities of any of your party's attendees, you agree to reimburse Tiny Town Children's Discovery Centre for replacement or repair of said property.

By signing this birthday party contract, you are submitting a formal request for a party reservation. Furthermore, you are agreeing to hold your entire party responsible for the terms of this contract without limitation. Please note that a reservation cannot be confirmed without full payment of the deposit listed in this contract.

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Customer Name

Signature

Date

## Credit Card Authorization Form

Please complete all fields. You may cancel this authorization at any time by contacting us. This authorization will remain in effect until cancelled.

Credit Card Information	
<b>Card Type:</b>	MasterCard:      Visa:      American Express:
<b>Cardholder Name (as shown on card):</b>	
<b>Card Number:</b>	
<b>Expiration Date (mm/yy)</b>	
<b>CVV:</b>	
<b>Postal Code:</b>	

I, \_\_\_\_\_, authorize Tiny Town Children's Discovery Centre to charge my credit card above for agreed upon purchases. I understand that my information will be saved to file for future transactions on my account.

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Customer Signature

Date