



2025 Private Party Contract

To secure a booking with Tiny Town Children's Discovery Centre, a contract and a non-refundable \$100 deposit are necessary. The party contract must be filled out and submitted alongside the deposit. Please note that submitting the contract does not guarantee a reservation. Reservations will only be confirmed once both the contract and deposit are received and processed by our team.

Kindly complete all fields below accurately and thoroughly to facilitate the prompt processing of your reservation request.

Child's First Name:		Child's Current Age:
Party Date:		Party Time:
Parents Full Name:		
Email Address:		
Phone Number:		
Approx # Adult Guests:	Approx # Child Guests:	Approx. # Infant Guests:
NOTES:		

Terms & Conditions

Guest Count

All birthday parties are required to follow the capacity limit of 20 children and 40 adults. The guest count includes everyone aged over 12 months. If the number of guests exceeds our capacity limit, additional attendees will not be permitted entry into the facility. This measure is in place to comply with Fire Capacity regulations. Please note that there will be no exceptions to this rule.

Venue Access

Prior to the party's scheduled start time, hosts will have access to the facility 15 minutes early. Guests are not permitted to enter before the party's start time. All attendees must exit the facility within 15 minutes after the scheduled end time of the party. Not adhering to this will lead to an extra charge. All guests must wear socks, indoor shoes, or slippers at all times. No exceptions. In case a guest forgets, socks can be purchased at the front desk.

Payment

A credit card is required and must be associated with your customer account, safeguarded by the Square Payment Company. You can locate a credit card authorization form on the final page of this document. Any extra fees will be processed within 24 hours after your event, and you will receive an email detailing the reasons for the charges.

Cleanup

Hosts should remember to dispose of all trash and debris in the designated bins before leaving the venue. Pizza boxes can be left on the table for our team to handle. Failure to adhere to this rule may lead to an additional cleaning fee. Your cooperation in keeping the play area clean is highly valued. Please ensure that toys are placed on the specified floor.

When it comes to decorations, parents are encouraged to follow these guidelines:

- Avoid attaching decorations to surfaces using pins, nails, or glue (painters tape is allowed)
- Only use candles on the birthday cake or cupcakes; other open flames are not permitted
- Refrain from using glitter, confetti, or piñatas
- Avoid latex balloons and inflatable items like bouncy castles or ball pits.

Outside Entertainment

If you plan to have external entertainment (e.g., princesses, superheroes, clowns, magicians, mascots, characters, etc.) at your event, written approval from Michelle Payne, the Owner of Tiny Town, is required. The entertainment company's insurance proof must be submitted at least one week before the event. Failure to provide the insurance certificate will result in the entertainer being unable to access Tiny Town. Tiny Town has affiliations with numerous local children's entertainers. If you are searching for something specific, feel free to reach out, and we can connect you with our approved entertainment vendors.

Food & Drink

Alcoholic beverages are not allowed on Tiny Town Children's Discovery Centre premises at any time. You are welcome to bring food and non-alcoholic drinks for the birthday party. Please be aware that we do not have refrigeration, freezing, or cooking facilities on site. All food and beverages must be taken away from the venue within 15 minutes after the party ends. All snacks must be free of peanuts and tree nuts and should be enjoyed at the assigned snack table. If you plan to bring a cake, remember to bring a knife and a lighter for the candles.

Guest Conduct

All visitors are required to maintain appropriate behavior at all times. Children must be under the supervision of a responsible adult throughout their visit. Tiny Town Children's Discovery Centre will provide one warning for disruptive behavior before requesting guests to vacate the premises.

Cancellation & No Show Policy

To cancel a party without any charges, send a written notice to michelle@tinytownguelph.com at least 14 days before the event. Failure to provide this notice, will result in a 50% charge of the remaining balance. Not attending the party will incur a 100% charge of the remaining balance, and rescheduling will not be possible.

Reschedule Policy

We understand that unforeseen circumstances, like a child getting sick, may occur. If necessary, you have the option to reschedule your event to a later date in the same calendar year by providing a written notice at least 7 days in advance to michelle@tinytownguelph.com. Failure to give notice will result in a 50% charge of the remaining balance from your original party date, with the remaining 50% due when rescheduling your event.

Liability

By signing the birthday party contract, you release Tiny Town Children's Discovery Centre from any potential liability. You also agree to indemnify and protect Tiny Town Children's Discovery Centre and its staff from any damages, losses, or injuries that may arise. If any property of Tiny Town Children's Discovery Centre is lost or damaged due to your party attendees' actions, you commit to reimbursing the Centre for the repair or replacement of the property.

By signing this contract, you are formally requesting a reservation for the party and agreeing to hold your entire party accountable for the contract terms without exceptions. Please be aware that the reservation will only be confirmed upon full payment of the deposit specified in the contract.

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

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.

Customer Signature

Date