



Birthday Party Space Rental Agreement

Renter (Parent/Guardian) Information

Full Name: _____

Phone Number: _____

Email Address: _____

Event Details

Child's Name: _____

Date of Event: _____

Time Booked (2-hour block): 1:30-3:30pm

Fees & Payment

- Base Party Package: **\$250** (includes the Guest of Honour and 9 guests)
- Extra Guests: **\$10/child**
- A **\$125 deposit** is required to secure your booking. \$100 is applied toward your total balance and \$25 is held as a refundable cleaning fee.
- Your booking is only confirmed once **both** the deposit and signed agreement are received.
- The agreement must be signed **within 48 hours** of booking or the reservation may be released.
- The **remaining balance** and **final guest count** are due **7 days prior** to the event.
- If payment is not received by this deadline, the reservation will be **cancelled and the deposit forfeited**.

****No date will be held without a deposit and signed agreement****

All taxes are included.

Terms & Conditions

1. Purpose of Use

- The party space is intended for **children's birthday parties and family-friendly celebrations only**.

2. Supervision

- Children must be supervised by the Renter or designated adults at all times. **Facility staff do not provide child supervision.**

3. Maximum Occupancy

- Maximum occupancy is **35 people**.
- This total includes both children and adults.
- Exceeding occupancy limits may result in the event being ended early with no refund.

4. Rental Time, Setup & Takedown

- Party rentals are scheduled for a **2-hour private play period**.
- The Renter may **arrive up to 15 minutes** before the start time for setup and are required to **depart within 15 minutes** after the end time to allow for cleanup and reset.
- The facility will not be accessible prior to 1:15pm.
- Additional fees may apply if the party exceeds the allotted rental time.

5. Food & Alcohol Policy

- Outside food and non-alcoholic beverages are **permitted**.
- **Alcohol is strictly prohibited** anywhere on the premises.

6. Candles & Sparklers

- Birthday candles and sparklers are **permitted**.
- The Renter is responsible for safe use and supervision.
- All candles and sparklers must be fully extinguished and disposed of safely.

7. Clean-Up & Cleaning Fee

- The space must be left reasonably clean and tidy.
- All food, gifts, and personal items must be removed.
- Garbage must be placed in designated bins.
- If the space requires **additional cleaning** beyond normal use, the Renter authorizes Our Creative Clubhouse to keep the \$25 Cleaning Fee.

8. Damage

- The Renter is responsible for any damage to the space, furnishings, toys, or equipment.
- Repair or replacement costs may be charged to the Renter and may exceed the deposit amount if necessary.

9. Cancellation Policy

- Cancellations made **14 days or more prior** to the event **will receive a refund** of the deposit.
- Cancellations made **less than 14 days prior** to the event are **non-refundable**.
- **No-shows are considered cancellations and are non-refundable.**

10. Safety & Compliance

- All guests must have a **signed waiver** on file before playing and must follow posted rules and staff instructions.
- Waivers are available online and should be completed **in advance** to avoid delays at the start of the party
- The facility reserves the right to end the event early for safety or policy violations, with no refund.

Acknowledgement & Signature

I confirm that I have read and understand this Kids' Birthday Party Space Rental Agreement. I agree to comply with all terms and accept responsibility for the conduct of all guests and children attending the event.

Renter (Parent/Guardian) Name: _____

Signature: _____

Date: _____

For Office Use Only:

Staff Initials: _____

Deposit Received: ☐ Date: _____

Full Payment Received: ☐ Date: _____

Cleaning Fee: ☐ Refunded ☐ Held