



A Little World for Big Thinkers

Birthday Party Agreement

Event Time:

- A Parent-Guided party selection **REQUIRES** that each child’s parent remain with them, supervise their play and assist with clean-up throughout the party. Non-compliance will result in an automatic \$50 facilitation fee being charged for our staff’s supervision. Please be sure to notify your guests of this requirement.
- Should you choose to enjoy food/drink items with your City Celebration, we offer options that can be ordered through us or you are welcome to bring your own for a \$40 service fee. **Peanut products are strictly prohibited.**
- Food service and clean-up is reserved for the last 30-45 minutes of the party.
- In accordance with standard safe food practices, the Flavor Lab area and refrigerator are not accessible to party guests at any time.
- Any child under the age of 3 is required to have a parent supervise and assist them.
- Siblings of invited party guests must either be counted as a party guest or need to purchase a general admission ticket to explore Imagi Nation with a parent or guardian.

PLEASE INITIAL: _____

Setup/Cleanup:

- You are able to arrive no more than 15 minutes prior to your party start time for setup.
- Food clean-up will begin 10 minutes prior to the end of the party to ensure a timely dismissal.
- To be fair to guests arriving for the next party, an overtime fee of \$25 will be charged for every 10 minutes a party stays beyond the end of their event.
- Food and drinks are not allowed in any of the enterprises and should remain in the party space.

PLEASE INITIAL: _____

Decorations:

- Each party has reserved tables in our party space; this is the only area that is able to be decorated. Table coverings are not supplied but you are welcome to bring your own.
- Plain white paper products are supplied for parties ordering food through Imagi Nation.
- Balloons are allowed but must be kept on your assigned tables. Wall hangings, glitter, confetti and face paint are not allowed.

PLEASE INITIAL: _____

Final Count/Payment:

- To avoid cancellation a final headcount, guest list and signed Party Agreement must be submitted no later than the Wednesday before the party. This includes a list of any food or drink items.
- If adding a workshop option, this must be confirmed at least one week prior to the party date.
- I understand that I will be billed for all children and adults confirmed.
- If any additional guests arrive above the head count provided, the additional fee is \$10.00 plus the \$20 additional guest charge.
- Final payment is due the day of the party. Please meet your Imagi Nation Ambassador at the front desk at the conclusion of the event to make final payment. Staff gratuities are not included in the balance but are always appreciated.

PLEASE INITIAL: _____

Party Agenda: (1) Guest Arrival (2) Introductions (3) Play (4) Workshop – *if selected* (5) Party Food

I have read, understand and agree to the terms and conditions listed above.

Signature: _____ **Date:** _____

Printed Name: _____