



PARTY/EVENT AGREEMENT

A Party/Event is not confirmed until both this form and non-refundable deposit is received in full.

PARTY/EVENT INFORMATION

NAME OF PARTY/EVENT: _____ DAY/DATE/TIME: _____
DAY DATE START END TIME

RESERVATION TYPE: 'OPEN' VISIT PRIVATE PARTY ROOM 'PRIVATE' ENTIRE CENTER SINGLE TABLE (ONLY MON-FRI) PATIO/RM#1

PARENT(S)/PARTY HOST NAME: _____
FIRST LAST

EMAIL: _____ PHONE: _____

ADDRESS: _____ CITY: _____ ZIP: _____

CHILDS NAME: _____ AGE TURNING: _____ DEPOSIT MADE/RCVD DEPOSIT DATE: _____

HOW DID YOU HEAR ABOUT OUR PARTIES? RETURN GUEST FRIEND RP! WEBSITE OTHER WEBSITE EMAIL FACEBOOK ADVERTISEMENT OTHER

PARTY RESERVATION DETAILS

Following are several options and considerations to help you with your party/event plans. Please check all that apply or are being considered to begin your planning. We are available and look forward to further assist and help you with your event/party questions and plans. Additional Options may be considered and purchased. Other non-standard colors/party themes and all outside entertainment, additional balloons, or special decorations that may be brought in must be approved, may require an additional service fee, and must be confirmed two weeks prior to your party/event date:

PARTY/VISIT TYPE: PRIVATE \$200/hr w/Package PRIVATE \$300/hr no Package OPEN (includes dedicated Party Room)

PACKAGE/TYPE: Party Plus \$325+\$18/child > 10 Party Deluxe \$395+\$22/child>10 Party Supreme \$495+\$26/child>10
 Room rent \$90/hr (incl 8 kids) Table reservation (max 8 people) Add'l OPEN Party Room Hour \$150/hr
 Special Party \$495+\$26/child Other _____

THEME/COLOR(S) (SEE LIST OF AVAILABLE OPTIONS): _____

ESTIMATED # OF CHILDREN: _____ **ESTIMATED # OF ADULTS:** _____

ADDITIONAL RP OPTIONS: (SEE FLYER FOR PRICES):

<input type="checkbox"/> Additional Pizzas (10% off)	<input type="checkbox"/> Cheese & Cracker Platters	<input type="checkbox"/> Dippin' Dots (10% off)
<input type="checkbox"/> Gluten Free Pizza Crusts	<input type="checkbox"/> Chip Bowls	<input type="checkbox"/> Candle(s)
<input type="checkbox"/> Sandwich Platters	<input type="checkbox"/> Salad Bowls	<input type="checkbox"/> RP Birthday Child Souvenir
<input type="checkbox"/> Wing Platters (Traditional/Boneless)	<input type="checkbox"/> Bagel Platters	<input type="checkbox"/> RP Child Guest Souvenir
<input type="checkbox"/> Hummus & Chip Platters	<input type="checkbox"/> Drinks (pop, water, coffee)	<input type="checkbox"/> RP T-shirt Souvenir
<input type="checkbox"/> Veggie Platters	<input type="checkbox"/> Cake (size, type, frosting, theme/colors) _____	
<input type="checkbox"/> Fruit Platters	<input type="checkbox"/> Cup Cakes (quantity, type, frosting, theme/colors) _____	

SPECIAL REQUESTS: Do you have any special decorations, additional balloons, outside entertainment, or other requests you would like to consider? We will try our best to accommodate and will need to review and agree together before they can be confirmed/allowed (service fee(s) may apply to each different 'Special Request' type): _____

OTHER DETAILS AND CONTACT INFORMATION

1. A Party/Event is not confirmed until both this form and non-refundable deposit are received in full.
2. A downloadable invitation to use and waiver form for kids to return is available to print at www.rochesterplay.com
3. No outside food or drink is permitted at RP! with the following exceptions: birthday cake/cupcakes provided from another commercial vendor (no nuts allowed please) and baby food/bottles.
4. To return this form, email to party@rochesterplay.com, drop-off during your next visit, or mail to Rochester Play, 380 E. Second St, Rochester, MI 48307
5. Call 248-650-PLAY (7529) or stop by to review any questions or discuss your Party/Event plans.



PARTY/EVENT RESERVATION FORM

A Party/Event is not confirmed until both this form and non-refundable deposit is received in full.

PARTY/EVENT RESERVATION TERMS AND CONDITIONS

PLEASE REVIEW AND INITIAL APPROVAL FOR OUR TERMS AND CONDITIONS AND SIGN BELOW TO INDICATE YOUR ACCEPTANCE:

- 1. All parties/events require a NON-REFUNDABLE \$100 deposit (additional \$50/each extra 30 min) or a \$25 table deposit (available Mon-Fri only, 8 PERSONS MAX).
- 2. Should you need to cancel or reschedule, a minimum 48-hour notice is required, and you may reschedule your event to a date/time within the next 90 days that RP! has available. If applicable, YOUR DEPOSIT MAY also BE USED FOR ANY LOSS OF BUSINESS or ITEMS PURCHASED for your cancellation/reschedule.
- 3. Our party packages include the USE of a dedicated party room/area for two (2) hours and the setup of OUR defined party package supplies and decorations. Any other desired use and placement of outside decorations and needed time for you to setup and remove (or assistance to do so), additional dedicated party room/area use for gathering with your guests, or any other entertainment or Special Request must be reviewed, available, approved, reserved, and WILL require additional fees and/or loss of your reservation deposit. For parties/events during our OPEN days, you and your guests are more than welcome to move out to and continue gathering with no additional costs in our play and café areas after your party/event has ended.
- 4. To ensure timely cleanup and sanitization from your party/event, future setup for following party/events, and/or staffing considerations, a grace period of 5 minutes will be allotted to exit your guests and remove all personal items from your party/event space. A CHARGE OF \$50.00 per 5 minute intervals WILL BE ADDED TO YOUR FINAL BILL IF YOUR EVENT SPACE IS STILL OCCUPIED FOR EVERY 5 MINUTES INTERVAL AFTER YOUR PARTY/EVENT TIME HAS ENDED.
- 5. The event host and up to 2 other adults may arrive and have access to your party event/area up to 10 minutes prior to your party/event start time to get settled and add/setup any other approved outside decorations. ALL OTHER GUESTS SHOULD ARRIVE AT THE DESIGNATED PARTY/EVENT START TIME if to occupy your designated event location. You and your guests are also welcomed to gather in our play or café areas before or after your event start and end time while any setup or cleanup is underway.
- 6. No outside food or drink is permitted at RP! with the following exceptions: birthday cake/cupcakes provided from another commercial vendor (no nuts allowed please), baby food/bottles, or candy included in exiting giveaway bags (NO NUTS PLEASE).
- 7. Upon arrival and during your party/event, all guests must follow all rules, guidelines, instructions, COVID-19 procedures, room capacities, and executive orders in place at the time of the event. Anyone, including children, that are refusing, failing, or behaving in a way that may cause potential danger or harm to themselves, other guests, or our location, or are interfering with the enjoyment of other guests, will be denied entry or may be asked to leave the center and you will forfeit your deposit.
- 8. Upon arrival, the Event Host must initiate payment for the event (a credit card can be used to start a tab, or a cash or check payment can be accepted). Payment for any items added during the event must be completed before exiting.
- 9. All children attending your event, and adults if required, must be signed in on your sign in sheet upon arrival and provide a completed waiver form by their parent or guardian. Waiver forms are available on our website, otherwise parents must come into the facility to fill them out before their children can enter.
- 10. All children must be under the supervision of a parent or guardian.
- 11. No pinatas, glitter, confetti, or taping/pinning decorations to the walls/ceiling are allowed. THERE MAY BE A MINIMUM \$50 FEE FOR ANY MARKS OR DAMAGE.
- 12. No helium balloons are allowed in the play area and must be confined to the party rooms and entrance. If you are bringing helium balloons, you must have/use a balloon weight. ANY BALLOONS RELEASED INTO THE CEILING MAY CAUSE DAMAGE TO CEILING FANS, LIGHTS OR HVAC UNITS, AND WILL RESULT IN LOSS OF DEPOSIT and COST TO REPAIR.
- 13. RP! is not responsible for lost or misplaced items or RP Play Cards (game cards).
- 14. No shoes, food or drink are allowed (socks are required) in the carpeted game area, carpeted play area or play structure (inside walking track).
- 15. No giveaway toys are allowed in the play structure.
- 16. Your fee will be based on the final number of guests that you confirm no later than five (5) days prior to your event or the previously reported count received. RP! is not responsible for guests that do not attend. Any additional guests will result in an additional per person package charge at the time of your party.
- 17. Changes to your package or ordered items can be made up to 72 hours in advance of your event. RP! will make all efforts to assist with changes but REQUESTS TO MAKE CHANGES WITHIN 72 HOURS OF YOUR EVENT CANNOT BE GUARANTEED and if applicable, CHARGES OR A PORTION OF YOUR DEPOSIT MAY also BE USED FOR ANY PERISHABLE or ITEMS PURCHASED for your event if changed without mutual agreement.
- 18. Any damages to the party rooms, walls, play structure, games, flooring or carpeted areas, or play center made by guests in attendance will be charged to the event host. The event host agrees that any damages caused by guests will be his/her responsibility.
- 19. I approve the release of any photos that may include myself or my participants/guests taken during any events or hours of operation and that they may be reproduced for publication by or with any media outlet chosen by Rochester Play.

I have read and understand the Party/Event Agreement and confirm and agree to the Party Event Reservation Terms and Conditions. I realize if I cancel my party, I may relinquish my deposit but may reschedule to another open time as defined. On behalf of myself and Participant(s) and my spouse/partner, children, parents, guardians, respective heirs, assigns, administrators, personal representatives, estate, and next of kin, I hereby discharge, indemnify, release and hold harmless, Rochester Play, and their affiliates, officers, members, agents, employees, other participants, and sponsoring agencies from and against any and all loss, costs, liability, claims and/or causes of action arising from and or relating to my visit or admission to Rochester Play or damages arising out of or related to our participation in any and all Rochester Play Programs and Premises. I and all my Participants understand and am aware that there are inherent risks associated with visiting or participation in Rochester Play Programs and/or use of the Premises including but not limited to slip and falls, trips, collisions, overexertion, loss or theft of property, equipment failure, or other accidents or incidents that may result in harm, loss, disability, death, or other injury or damage to me and my Participants. I understand that such injuries may include, but are not limited to scrapes, cuts, bumps, sprains, concussions, bruises, contusions, fractures, stress, lost wages, lost earning capacity, loss of stolen property, pain and suffering, disfigurement, paralysis, or death, and I, on behalf of myself and the Participant(s), knowingly and freely assume all such risks, both known and unknown, including those that may arise out of the negligence of other participants, guests or Rochester Play.

PARTY/EVENT HOST NAME PRINTED: _____ **DATE:** _____

PARTY/EVENT HOST SIGNATURE: _____ **DATE:** _____