



PARTY/EVENT RESERVATION 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? FRIEND RP! WEBSITE OTHER WEBSITE EMAIL FACEBOOK ADVERTISEMENT OTHER

INITIAL PARTY RESERVATION DETAILS

Following are several considerations to help you with your party/event plans. Please check all that apply or are known to begin your planning. We are available and look forward to further assist and help you with your event/party questions and plans. These and other final details will be confirmed one week prior to your party/event date:

PARTY/VISIT TYPE: PRIVATE \$150/hr OPEN

PACKAGE/TYPE: Party Plus \$265+\$18/child Party Deluxe \$325+\$22/child Party Supreme \$385+\$26/child
 Room rental \$75/hr Table reservation Add'l OPEN Party Room Hour \$100/hr or \$50/half hr
 Glow Party \$395+\$28/child Gamer Party \$395+\$28/child Other _____

THEME/COLOR(S): _____

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

IF APPLICABLE AND WANTED, CHECK ANY OF THE FOLLOWING ITEMS WE CAN PROVIDE OR ASSIST WITH:

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

DO YOU HAVE ANY SPECIAL REQUESTS? WE WILL TRY OUR BEST TO ACCOMMODATE AND WILL NEED TO REVIEW AND AGREE TOGETHER BEFORE THEY CAN BE CONFIRMED: _____

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. 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.
3. To return this form, email to info@rochesterplay.com, drop-off during your next visit, or mail to Rochester Play, 380 E. Second St, Rochester, MI 48307
4. Call 248-650-PLAY (7529) or stop by to review any questions or discuss your Party/Event plans.



PARTY/EVENT RESERVATION FORM

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PARTY/EVENT RESERVATION CONDITIONS AND TERMS

PLEASE REVIEW THE FOLLOWING CONDITIONS AND TERMS AND SIGN BELOW TO INDICATE YOUR ACCEPTANCE.

1. All party/events require a \$100 non-refundable deposit (additional \$50/hour non-refundable for extra hour(s) added) or a \$25 table deposit (Mon - Fri only, 6 PERSONS MAXIMUM). Should you need to cancel or re-schedule, a minimum 48-hour notice is required. You may reschedule your event to a date/time within the next 90 days that RP! has available. If applicable, A PORTION OF YOUR DEPOSIT MAY also BE USED FOR ANY PERISHABLE or ITEMS PURCHASED for your event.
2. 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).
3. Upon arrival and during the event, all guests must complete and follow all rules and procedures, COVID-19 procedures, room capacities, and executive orders in place at the time of the event. Anyone refusing or failing will be denied entry or may be asked to leave the center and will forfeit your deposit.
4. 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.
5. All children attending your event, and adults if required, must sign in on your party 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.
6. All children must be under the supervision of a parent or guardian.
7. All children and adults attending your event must follow the posted rules and guidelines. Any guest, including children, that are behaving in a way that may cause potential danger or harm to other guests may be asked to leave.
8. No pinatas, glitter, confetti, or taping/pinning decorations to the party room walls/ceiling allowed. THERE MAY BE A MINIMUM \$50 FEE FOR ANY DAMAGE.
9. No helium balloons are allowed in the play area, they 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, WHICH WILL RESULT IN DAMAGE CHARGES.
10. RP! is not responsible for lost or misplaced RP Play Cards (game cards).
11. No food or drink is allowed in the play area or play structure (inside walking track).
12. No giveaway toys are allowed in the play structure.
13. 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.
14. Changes to your package or ordered items can be made up to 48 hours in advance of your event. REQUESTS TO MAKE CHANGES WITHIN 48 HOURS OF YOUR EVENT CANNOT BE GUARANTEED.
15. Any damages to the party rooms, walls, play structure, 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.
16. To ensure timely cleanup, sanitization, setup for future events, and/or staffing considerations, a grace period of 5 minutes will be allotted to remove all items and exit guests from your event space. A CHARGE OF \$50.00 WILL BE ADDED TO YOUR FINAL BILL IF YOUR EVENT SPACE IS STILL OCCUPIED FOR EVERY 15 MINUTES INTERVAL AFTER YOUR EVENT TIME HAS ENDED.
17. The event host and up to 2 other adults may arrive up to 15 minutes prior to party/event start time to assist with setup. ALL OTHER GUESTS SHOULD ARRIVE AT THE DESIGNATED PARTY/EVENT START TIME.
18. 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 reservation Agreement and confirm and agree to the Conditions and Terms agreement details. I realize if I cancel my party, I may relinquish my deposit but may reschedule to another open time. 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:** _____