



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

We are available and look forward to helping you with your event/party questions and plans. Following are several options and considerations we offer and provide/add to parties/events. Please check all that apply or are being considered with your planning. Please note that 'Additional RP Provided Party Options' may not be brought in from the outside except for bakery prepared nut-free party desserts (Cakes, Cupcakes, etc). Any other non-standard colors/party themes, outside entertainment, additional balloons, or Special Requests must be confirmed, may require additional service fees, and must be approved with these options by our Party Coordinator 7-14 days prior to your party date to properly plan and coordinate your plans:

PARTY TYPE: PRIVATE plus Package \$300/hr (See 'Package Options' below) PRIVATE no Package \$400/hr (incl 8 kids, \$10/child > 8) OPEN w/Package - dedicated Party Room (See 'Package Options' below)

PACKAGE OPTIONS: Starter Pkg \$295+\$18/child > 10 Party Plus \$395+\$20/child > 10 Party Deluxe \$495+\$25/child>10
 Party Supreme \$595+\$28/child>10 Specialty Party \$695+\$30/child Other _____

OTHER GATHERINGS: Room rent \$125/hr (incl 8 kids) Table reservation (max 8 people) Add'l OPEN Party Room Hour \$150/hr

RP BALLOONS OPTIONS (SEE FLYER): Individual Balloons Table Centerpieces Arches Columns Garland

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

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

ADDITIONAL RP PROVIDED PARTY OPTIONS: (SEE BOTH CAFÉ MENU AND PARTY FLYER FOR FOOD AND DRINK OPTIONS AND PRICES):

<input type="checkbox"/> Drinks (pop, water bottles, coffee, etc.)	<input type="checkbox"/> Chicken Nugget Platter	<input type="checkbox"/> Cheese & Cracker Platters	<input type="checkbox"/> Bagel Platters
<input type="checkbox"/> Additional Pizzas (10% off)	<input type="checkbox"/> Tator Tot Platters	<input type="checkbox"/> Chip & Hummus Platters	<input type="checkbox"/> Dippin' Dots (10% off)
<input type="checkbox"/> Gluten Free Pizza Crusts or Dairy Free Cheese	<input type="checkbox"/> Veggie Platters	<input type="checkbox"/> Chip Bowls or Bags	<input type="checkbox"/> RP Balloon Order (see flyer)
<input type="checkbox"/> Sandwich Platters	<input type="checkbox"/> Fruit Platters	<input type="checkbox"/> Chips & Salsa	<input type="checkbox"/> RP Child Guest Souvenir
<input type="checkbox"/> Wings-Traditional-BBQ/Hot/Plain, Boneless Plain	<input type="checkbox"/> Salad Bowls (Garden, Caesar)	<input type="checkbox"/> Cookie Platters	<input type="checkbox"/> RP T-shirt Souvenir
<input type="checkbox"/> Cup Cakes (quantity, type, frosting, theme/colors) _____		<input type="checkbox"/> Cake (size, type, frosting, theme/colors) _____	

SPECIAL REQUESTS: Do you have any other plans/requests you are considering? We will try our best to accommodate and will need to review, agree together, and approve before they are purchased and may not be allowed (service fee(s) may also apply to each different 'Special Request').

Special Diet Needs Outside Decoration Plans Additional/Outside Balloons Outside Entertainment

Other _____

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 entry is available to print at www.rochesterplay.com
3. **No outside food or drink is permitted at RP! with the following exceptions: bakery prepared nut-free birthday desserts and commercial baby food – see both Café Menu and Party Flyer for available food and drink options and prices. OTHERWISE, WITHOUT PROVIDING WRITTEN APPROVAL, ADDITIONAL SERVING FEES APPLY FOR EACH ITEM AND ALL DEPOSITS WILL BE FORFEITED**
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.



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PARTY/EVENT RESERVATION TERMS AND CONDITIONS

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

- All parties/events reservations require a **NON-REFUNDABLE minimum \$200 deposit** (additional \$100 for PRIVATE and \$50/each extra 30 min).
- Should you need to cancel or reschedule your party/event, a minimum 72-hour notice is required, and you may reschedule your event to a date/time within the next 90 days that RP! has available. We will make all efforts to avoid, but if applicable, **YOUR DEPOSIT MAY also BE USED FOR ANY LOSS OF BUSINESS or ITEMS PURCHASED for your cancellation/reschedule.**
- FINAL DETAILS AND/OR CHANGES TO YOUR RESERVATION MUST BE MADE AT LEAST 5 DAYS** (THEME SELECTION AND BALLOON ORDERS MUST BE MADE UP TO 14 DAYS) **IN ADVANCE OF YOUR EVENT.** RP! will make all efforts to assist with changes after this but **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 after this without mutual agreement.
- Our Party Packages include the setup of OUR defined party package supplies and decorations and USE of a **dedicated party room/area for two (2) hours.** Other than defined below for your arrival and exit use, any other needed use for placement of outside decorations and time 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 MAY require additional fees and/or loss of your reservation deposit.** For parties/events during our normal OPEN days and hours, you and your guests are more than welcome to arrive early before and/or move out to after your party and continue gathering with no additional costs in our play and café areas during our normal open business hours.
- The **event host and up to 2 other adults may also arrive and have access to your party room/area up to 15 minutes (30 minutes for PRIVATE events) 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.
- To ensure timely cleanup from your party/event, setup for any 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.**
- No outside food or drink is permitted at RP! except for the following RP approved exceptions: nut free/peanut butter free birthday desserts** provided from a commercial vendor, baby food/bottles, or nut free/peanut butter free candy packaged in giveaway bags **ONLY** provided upon exit. **OTHERWISE, WITHOUT WRITTEN APPROVAL, ADDITIONAL SERVING FEES APPLY FOR EACH ITEM AND ALL DEPOSITS WILL BE FORFEITED.**
- Upon arrival and during your party/event, **all guests must follow all rules, guidelines, instructions, 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.
- 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.
- 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 to print and complete, otherwise parents must come into the facility to fill them out before their children can enter. Failure to complete and provide will result in the Party Parent(s)/Host being 100% responsible for those guests and their actions.
- All **children must be under the supervision of a parent or guardian at all times.**
- 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.**
- 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/purchase and use a balloon weight at all times. **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.**
- RP! is not responsible for lost or misplaced items or RP Play Cards (game cards).
- No shoes, food or drink are allowed (socks are required) in the carpeted game area, carpeted play area or play structure** (inside walking track).
- No gift bag contents, gifts, or giveaway toys are allowed in the play structure and these should be passed out upon exit.
- 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.
- You agree and accept all responsibility and costs for any damage to the party rooms, walls, cabinets, equipment, play structure, games, flooring or carpeted areas, or play center made by you or your guests.
- You approve Rochester Play use of any photos that may include yourself or your participants/guests taken during any events or hours of operation. Rochester Play will not share the use of any photos with any other business.

I have read and understand the Party/Event Agreement and confirm and agree to the Party/Event Reservation Terms and Conditions. I realize I will lose my deposit and may be asked to leave if I or my Participants do not follow these or other rules in place. 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: _____