

## Bellaboo's Birthday Party Agreement and Request Form Everything You Need to Know About Birthday Parties!



- **DEPOSIT:** A \$100 non-refundable deposit is due at the time of reservation.
- **PACKAGE CHOICE:** Guests can upgrade or downgrade package choice if the party is more than 30 days away. You may add additional guests at any time, but the package choice and base price will remain the same.
- **CANCELLATIONS:** The party date and time can be rescheduled if it is more than 30 days away. Less than 30 days the event date can be changed but the deposit will be lost. Should you decide to cancel your reservation, your deposit is lost.
- **BALANCE:** The remaining balance is due the day of the party. The party will not begin until the balance is paid. All payments are non-refundable.
- **PARTY ROOMS:** Party rooms and seating are reserved based on your package choice. For a more enjoyable experience, we recommend that you don't increase guest count by more than 3. Room space is limited and fills up quickly. Not all party rooms can accommodate additional guests.
- **ADDITIONAL GUESTS:** Guests will be asked to sign in as they arrive. You will be responsible to pay for any additional guests. If you have less than the maximum number of children for your party package you are permitted to substitute adults for those spots. Additional children may not be substituted for adults. Additional children included in the package are \$20. Additional adults are \$5.
- **CHILDREN AGE 10 AND OLDER:** Children age 10 and older will receive an adult wristband. They may assist in watching and playing with younger children, but the play equipment is not designed for them.
- **CHECK IN:** Check in for your event is 15 minutes before the start of your party start time. Please check in at our "Party Check-in" desk. You are required to bring a copy of your "Bellaboo's Birthday Party Agreement" with you. We recommend that your guests arrive 10 minutes before the party start time.
- **MINIMUM AGE:** You must be at least 18 years old to sign the "Bellaboo's Birthday Party Agreement".
- **SUPERVISION:** Children must be supervised at all times at a minimum ratio of one adult per six children. Children age 3 and younger must be accompanied by an adult in the birthday party room.
- **OUTSIDE FOOD:** A birthday cake is the only outside food allowed at Bellaboo's. No additional outside food or drinks are permitted at Bellaboo's unless approved by management. Please give birthday cake to Bellaboo's staff at check in.
- **DECORATIONS:** Latex balloons, banners, Piñatas and candy are prohibited. Simple decorations are allowed (tablecloths, centerpieces, themed plates and napkins and Mylar balloons.). These items can be given to Bellaboo's staff at check in.
- **HOURS:** Bellaboo's hours vary seasonally. Please check the website for updated hours of operation.
- **ALCOHOL AND SMOKING:** Bellaboo's is a no alcohol, non-smoking facility
- **SPECIAL REQUESTS:** Any special requests need to be approved by a supervisor. Special request may include anything not specifically covered in this agreement.
- **PRESENTS:** Birthday bins are available for guest presents and coats when they arrive. Presents will be bagged and safely stored at the Party Check-in desk. You may open presents in the party room if time allows. Bellaboo's staff can also help carry bagged presents out to your car.
- **WHAT TO WEAR:** Have children wear comfortable clothing and don't forget socks. They are required in the soft play/climbing room.
- **STAY AND PLAY:** After the two-hour birthday experience is over, your buddy will say good bye and guests will need to exit the party room. Guests are free to stay and play at Bellaboo's until close.
- **WIFI/ELECTRIC USE:** WIFI and electrical outlets are available in the cafe' and birthday party rooms.
- **SPECIAL NEEDS:** Please tell us of any special needs you or your guests may have. We are happy to assist in making accommodations.

I have read, understand, and accept the rules and conditions listed in this agreement.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## BELLABOO'S BIRTHDAY PARTY REQUEST FORM

Party Contact First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Birthday Child's Name \_\_\_\_\_ Birth date \_\_\_\_\_

Age celebrating at party \_\_\_\_\_ Boy  Girl

Date preference for party \_\_\_\_\_ (see times next)

Time preference for party

\_\_\_\_\_ Tues-Thurs 9:30

\_\_\_\_\_ Tues-Thurs 11:00

\_\_\_\_\_ Tues-Thurs 12:30

\_\_\_\_\_ Tues-Thurs 2:00

\_\_\_\_\_ Fri & Sat 9:30

\_\_\_\_\_ Fri & Sat 11:00

\_\_\_\_\_ Fri & Sat 12:30

\_\_\_\_\_ Fri & Sat 2:00

\_\_\_\_\_ Fri & Sat 3:30

\_\_\_\_\_ Fri & Sat 5:00

\_\_\_\_\_ Sun 11:00

\_\_\_\_\_ Sun 12:30

\_\_\_\_\_ Sun 2:00

Package Choices: BASIC  BIG  BIGGER  BIGGEST

Bonus Activities: Princess Treatment  Bellaboo Express  Superhero Super Fun

Children's Cooking  Bellaboo Surprise

Birthday Mom's name \_\_\_\_\_ Birthday Dad's name \_\_\_\_\_

Sibling's names and ages \_\_\_\_\_

Birthday Child's Favorite area at Bellaboo's \_\_\_\_\_

Additional information (food allergies, additional birthday child, etc) \_\_\_\_\_

How did you hear about Bellaboo's Birthday Parties? \_\_\_\_\_

*All birthday party confirmations require a signed agreement of the Bellaboo's birthday party rules and fees (on page one above). A \$100.00 non-refundable deposit is required to hold your party date.*

Print and FAX both pages to 219-963-1030 OR call 219-963-2070 to go over the agreement with a Bellaboo Party Planner.