

BIRTHDAY PARTY BOOKING SHEET



*Date of Birthday Party: _____

*Full name of adult booking the party: _____

*Telephone (home): _____ (cell): _____

Email address: _____

*Postal address: _____

*Time period (usually two hour slots): _____

*Name of child: _____ age of child on birthday: _____

Expected Attendance: ___ adults, ___ children, ___ students, ___ seniors, ___ infants

Misc. Details (allergies, special requirements,...): _____

[*Required field]

TERMS AND CONDITIONS

1. Pricing: The \$200.00 flat rate includes a one-hour guided tour and an hour in the café. A \$50.00 deposit is required at the time of the booking, and the balance is due at the start of the party. The deposit is refundable if the event is cancelled at least one week prior to the date of the party.
2. Catering of the event and provision of utensils, cups, plates, napkins, tablecloths, etc. is generally the responsibility of the booking party. You are welcome to take advantage of our special arrangement with Capri Pizza on Dougall Avenue (519-969-6851, www.capripizza.ca) for 20% discount on menu items ordered two or more days ahead of delivery time.
3. Science City can provide invitations, gift bags, decorations, and food on a cost-recovery basis. Please discuss your needs with Science City management at least one week before the party.
4. Large parties (over 25 people) may benefit from an additional tour guide at a cost of \$20.
5. Use of the Café gives access to the kitchen and limited free use of the fridge, stove, oven, freezer and microwave oven. Reserve refrigerator or freezer space in advance to ensure availability.
6. The person who books the party is responsible for damages to Science City property incurred during the event by party participants..
7. The café area is to be cleared and vacated within the booked time. Parties that run past the booked end time are subject to a surcharge of \$50 per half hour of overtime. However, the booked time in the café can be extended by a full hour for \$50 if arranged before the party date.
8. **No alcohol is permitted** on Science City property.

I have read the birthday party booking terms and conditions and agree to them. Signed by

_____ on this day of _____.

Deposit Paid (amount): _____ Method of payment: _____ Date: _____

Staff Signature: _____

Balance Due: _____ Method of payment: _____ Date: _____

Staff Signature: _____