

A.C.T. Divine Party Celebrations

PARENT'S NAME: (First) _____ (Last) _____	It is important we communicate with you to finalize plans and special arrangements
CHILD'S NAME: (First) _____ (Last) _____ (DOB) _____	List e-mail to be used for confirmation.
STREET ADDRESS: _____ CITY _____ STATE _____ ZIP _____	List phone to be used by Party host.
PHONE# (Day) _____ (Evening) # _____	Party Date Requested:
Expected number of guests: Children _____ Adults _____	Start Time: [] 11am [] 1:30pm [] 4:00pm
Party Plan and Contract stipulations	www.actprograms.org

We know that planning celebrations are no easy feat and can be confusing. In efforts to make the planning process as seamless as possible, please read our policies and procedures regarding what A.C.T provides and is responsible for, as well as what you should expect do to in the day(s) leading up to your event. Here's to making your celebration a memorable one! Although we pride ourselves on flexibility, we cannot make major alterations on the day of the event. Carefully review the following form and complete appropriate sections.

PLEASE TELL US: Please check or circle

- ◆ **Will you need refrigeration** not at all one day before on the day of the event ?
- ◆ **Will you need a freezer** not at all one day before on the day of the event ?
- ◆ **Guests are responsible for providing food. Would you prefer us to order beverage and pizza** **Yes** **No**
 How many large pies:_____ at and additional cost of \$22.00 per large pie cut in 1/16th slices
 One case of 16oz. water bottles at \$20.00per case
 Beverages: Juice packs: Brand_____ Flavor_____ price to be determined.
- ◆ **ACT will provide the following at no extra cost as noted below:**
 4 Tables, 12 chairs for children, and 20 chairs for adults.
Will you need table covers: : **Yes** **No ? Please select color:** Pink Blue Gold Red picnic pattern
Will you need paper goods: **Yes** **No ?** 9" plates, napkins, plastic utensils, 6 oz. cups
Will you need serving spoons and knife for cake: **Yes** **No ?**

Booking and Cancellation

- ◆ Call the ACT office to check for possible date availability. Phone reservations are not possible.
- ◆ At the ACT office: Hand in your completed party plan with booking date and accompany it with your form and payment.
- ◆ This contract must be completed and FULL payment is required at time of booking. Refunds are not granted.
- ◆ -In the rare event of a Cathedral special event that conflicts with the location of the party, ACT reserves the right to change the location of a party. ACT will call the contact number to notify client, and to make alternative space arrangements, or to reschedule the party.

Parking is not permitted on the grounds. Entry to the driveway is permitted for one car to unload party goods and for later pick-up. Enter on 112th Amsterdam Avenue and

stop at security booth.

Guest Attendance

- ◆ Additional guests can be paid for (by check) at the time of the event.
- ◆ Family must notify the office if additional Party Activity Specialists will be needed five days prior to the event based on ratio shown on page 2.

Communication and Arrangements:

- ◆ **By Email:** All communication should be in writing, preferably by email. Written minor changes and requests sent via email will be confirmed by office staff in writing. (Staff are not permitted to make special arrangements that are not outlined in this Party Plan Contract.
- ◆ **By phone:** ACT host will contact you on the Monday prior to the party.

Set-up

- ◆ Party Host will be available 30 minutes before the scheduled event to assist with set-up of table areas for food, favors and gifts and decorations you provide.

Staff to Child Ratio:

- ◆ One Party Specialist is hired per 12 children. At the discretion of party staff, additional Party Specialist will be required depending on the age group and # of additional children over 12 children (as well as if desired) for an additional fee.

Our Party Host and Party Specialist

- ◆ One Party Host per event will work with guest to set-up, clean-up, and manage the event on behalf of party sponsor.
- ◆ Party Specialist(s) will focus their attention on children and lead appropriate activities such as songs, dance, games, and sports.

Drop-off and Delivery

- ◆ Food and materials may be dropped off 30 minutes prior to the start time.
- ◆ Foods and materials may be dropped off by 5:30 pm

Party Options: Date: _____ Party Time Slot: <i>11am-1pm, 1:30pm- 3:30pm, 4pm-6 pm</i> Number of expected guests: _____ Actual guests _____	2-Hour party w/12 Children	Charge for add'l children (\$12 ea.)	Other Fees	Total
Mat Party: Use of mats and climbing equipment, Party host, activity specialist, and preschool music. Optional select One: <input type="checkbox"/> Parachute Games <input type="checkbox"/> Circle Time, Songs and Story <input type="checkbox"/> Games with Balls, Hoops, Scooter Boards, etc.	\$595			
Sports Party: Use of space, limited equipment, Party host, activity specialist and more. Select up to two sports activities. <input type="checkbox"/> Basketball games <input type="checkbox"/> Floor hockey games <input type="checkbox"/> Obstacle Course <input type="checkbox"/> Soccer games <input type="checkbox"/> Ga-Ga Games (if available) <input type="checkbox"/> Wall travers climbing	\$573			
Art Party: Use of gym and classroom space, limited materials, party host and activity specialist. Activities can be prepared around a theme you select in advance. Material fee included, Options: Select One <input type="checkbox"/> Sculpey and Jewelry Design <input type="checkbox"/> Holiday/Cartoon Theme Art <input type="checkbox"/> Collage and Water Color <input type="checkbox"/> Peg & Loop Art <input type="checkbox"/> Picture Frame Art <input type="checkbox"/> Wood Craft kits <input type="checkbox"/> Other: _____	\$630			
Celebrations: Gym space is provided for up to 40 guests including children and adults. Tables and chairs are provided with table covers. Sound System is available for a fee. Guest supply music via mp3 player, DVD and monitor available for presentations. 2 staff are provided.	\$770 (3-hr Event)		\$10/ additional guest	
Other Party Options: (Children 7 years & up) <input type="checkbox"/> Wii Dance Party <input type="checkbox"/> Cathedral Scavenger Hunt (Spring & Summer dates only)	\$606			
Party Enhancements: (e.g. Bouncy Castle and/or Face Painting. If interested, please ask for further details.	Varies			
Extra Time Fee (per additional 1/2 hour: (not including Celebrations)	\$80			
Additional Party Specialist	\$80			
Credit Card processing fee per transaction	2.8% of total charge			

I have read and agree to the stipulations listed in this party plan and contract and I have enclosed full payment for \$ _____

Party Sponsor Signature: _____ Date: _____

ACT Staff- Reviewed/Approved by Signature: _____ Date: _____