DIVINE PARTY CHANGES DUE TO COVID-19

Before Attending A Party
- One adult will be permitted to attend with one child.
- Temperatures will be taken by party Host for safety measures.
- Face shields are to be worn except when consuming foods (social distancing).
- All parties will be held outdoors (depending on age and party theme) unless weather is unagreeable.
- Appointments are available to tour the space
- Covid-19 waiver must be completed by all guests

Party Enhancements: (Bouncy Castle, and/or Face Painting)

CURRENTLY UNAVAILABLE

While Attending A Party: Covid-19 Tactics
- Daily health release form must be completed by all guests
- Social distance of 6-feet apart will be maintained when children sit to eat
- Adults and children are required to wear mask at all time except when consuming foods (social distancing).
- Hand sanitizer & wipes available on site along with 3 automatic hand washing sinks in the kitchen.
- All materials/equipment used are sanitized & disinfected before & after use.
- Restrooms are unisex. They are cleaned before, during & after parties.
- Party host & specialist will wear mask during the entirety of the party and have PPE supplies available.
  - Food is not permitted on the equipment for sanitary reasons.
  - Equipment will not be shared among families during parties
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:

List phone to be used by Party host.

CITY                                             STATE                         ZIP

PHONE# (Day)                                          (Evening) #

Party Date Requested:

Expected number of guests: Children _____Adults ________

Start Time: [ ]10:30am [ ]1:pm   [ ] 3:30pm

Party Plan and Contract stipulations

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 special 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 all questions.

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 an additional cost of $24.00 per large pie cut in 1/16th slices
♦ One case of water bottles at $20.00 per case
♦ Beverages: Juice packs: apple, berry, fruit; price to be determined.
♦ A.C.T. will provide the following at no extra cost as noted below:
   4 Tables, 12 chairs for children, and chairs available for adults.
   Will you need table covers: : □ Yes □ No ? Select color: □ Pink □ Blue □ Yellow □ Red picnic pattern
   Will you need paper goods; white & clear: □ 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 A.C.T. office to check for possible date availability. Phone reservations are not possible.
♦ At the A.C.T. 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, A.C.T. reserves the right to change the location of a party. A.C.T. will call the contact number to notify client, and to make alternative space arrangements, or to reschedule the party.

Guest Attendance

♦ Additional guests can be paid for (by check, or cash) at the time of the event.
♦ Family must notify the host/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 Host in writing. (Staff are not permitted to make special arrangements that are not outlined in this Party Plan Contract.
♦ By phone: A.C.T. host will contact you on the Monday prior to the party.
♦ Outside vendors are not permitted to enter facilities without prior approval. Certificate of insurance and liability will be required if approved.

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.
I have read and agree to the stipulations listed in this party plan and contract and I have enclosed full non-refundable payment for $___________.

Party Sponsor Signature: __________________________________________ Date: ____________________

A.C.T. Staff- Reviewed/Approved by Signature: __________________________ Date: ____________________