



## **DIVINE PARTY CHANGES DUE TO COVID-19**

### **Before Attending A Party**

- Two adult will be permitted to attend with one/two child(ren).
- Temperatures will be taken by security upon arrival for all individuals
- 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)  
Additional Fee:

### **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

<b>PARENT'S NAME:</b> (First) _____ (Last) _____		It is important we communicate with you to finalize plans and special arrangements.
<b>CHILD'S NAME:</b> (First) _____ (Last) _____ (DOB) _____		
<b>STREET ADDRESS:</b> _____		List phone to be used by Party host.
<b>CITY</b> _____	<b>STATE</b> _____ <b>ZIP</b> _____	
<b>PHONE# (Day)</b> _____ <b>(Evening) #</b> _____		<b>Party Date Requested:</b> _____
<b>Expected number of guests: Children</b> _____ <b>Adults</b> _____		<b>Start Time:</b> [ ] 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 pies: \_\_\_\_\_ at an additional cost of \$24.00 cheese pie \$26.00 pie with toppings cut in 1/16th slices  
 One case of water bottles at \$20.00per case Beverages: Juice packs: apple, berry, fruit; at \$20.00per case
- ◆ 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.

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, 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.**

### 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.

### 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.

### Staff to Child Ratio:

- ◆ One Party Specialist is hired per 15 children. At the discretion of party staff, additional Party Specialist may be required depending on the age and number of additional children over 15 children, or if desired, for an additional fee.

### Drop-off and Delivery

- ◆ Food and materials may be dropped off 30 minutes prior to the start time. Please make storage arrangements on the Monday prior to event day with our party manager.

## Party Options: Date: \_\_\_\_\_

2 hour Party Time Slot: *10:30am-12:30pm, 1:00-3:00pm, 3:30-5:30pm*

Number of expected guests: \_\_\_\_\_ Actual guests \_\_\_\_\_

Party Options: Date: _____ 2 hour Party Time Slot: <i>10:30am-12:30pm, 1:00-3:00pm, 3:30-5:30pm</i> Number of expected guests: _____ Actual guests _____	2-Hour party w/15 Children	Charge for add'l children \$15	3-Hour party w/15 Children	Total
<b>Mat Party:</b> Use of mats and climbing equipment, Party host, activity specialist, music. Optional select <b>One:</b> <input type="checkbox"/> Parachute Games <input type="checkbox"/> Circle Time, Songs and Story <input type="checkbox"/> Games with Balls, Hoops, Scooter Boards, etc.	<b>\$650</b>		<b>\$800</b>	
<b>Teckno Party:</b> Outdoors or Gym is set up for various games and challenges using special gear and equipment. <input type="checkbox"/> laser tag games <b>8 years &amp; older</b> <input type="checkbox"/> Obstacle course <b>8 years &amp; older</b> <input type="checkbox"/> Wii Dance fun <b>8 years &amp; older</b> <input type="checkbox"/> Scavenger Hunts (Spring and Summer only) <b>4 years &amp; older</b>	<b>\$650</b>		<b>\$800</b>	
<b>Sports Party:</b> Use of space, limited equipment, Party host, activity specialist and more. Select up to <b>two</b> sports activities. <input type="checkbox"/> Floor hockey games <input type="checkbox"/> 9 Square in the Air <input type="checkbox"/> Soccer games <input type="checkbox"/> Ga-Ga Games (if available)	<b>\$650</b>		<b>\$800</b>	
<b>Art Party:</b> Use of gym and Art room, space limited materials, party host and activity specialist. Activities can be prepared around a theme you select in advance. Material fee included, Options: Select <b>One</b> <input type="checkbox"/> Sculpture and Jewelry Design <input type="checkbox"/> Collage and Water Color <input type="checkbox"/> Peg & Loop Art <input type="checkbox"/> Picture Frame Art <input type="checkbox"/> Wood Craft	<b>\$650</b>		<b>\$800</b>	
<b>Celebrations:</b> 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, 2 staff are provided. Includes cost of security staff	<b>x</b>	<b>x</b>	<b>\$1,000</b> (3-hr Event) \$15/additional guest	
<b>Party Enhancements:</b> (e.g. Bouncy Castle, and/or Face Painting)	\$400 & up BC \$250 FP	x	\$450 & up BC \$250 FP	
<b>Extra Time Fee</b> (per additional 1/2 hour: (not including Celebrations))	<b>\$95</b>		<b>x</b>	
<b>Additional Party Specialist</b>	<b>\$85</b>		<b>\$125</b>	
<b>Credit Card processing fee per transaction</b>	<b>3% of total charge</b>		<b>3% of total charge</b>	

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: \_\_\_\_\_