



# ACT Divine Party Application

ACT - Cathedral of St. John the Divine | 1047 Amsterdam Ave | 212.316.7530 | [www.actprograms.org](http://www.actprograms.org)

## BIRTHDAY CHILD AND PARENT INFORMATION

Birthday Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

Parent(s) Name: \_\_\_\_\_

Party time slot:  [10:00AM]  [1:00PM]  [4:00PM]

Contact Number: \_\_\_\_\_

Date of party: \_\_\_\_\_

Home Address: \_\_\_\_\_

Expected number of guests:

Preferred Email: \_\_\_\_\_

Children \_\_\_\_\_ Adults \_\_\_\_\_

Secondary Email: \_\_\_\_\_

### Party Plan and Contract stipulations

We know that planning celebrations is not easy and can be confusing. In efforts to make the planning process as seamless as possible, please read our policies and procedures regarding what ACT provides and is responsible for, as well as what you should expect to do in the day (s) leading up to your special event. 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. Here's to making your celebration a memorable one!

IN ORDER TO CONFIRM YOUR DESIRED EVENT DATE AND TIME, ACT PROGRAMS MUST HAVE A COMPLETED APPLICATION ON FILE, REVIEWED BY AN ACT PARTY SPECIALIST, AND FULL PAYMENT. PLEASE READ THE ENTIRE DIVINE PARTY APPLICATION.

#### 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 the client, and to make alternative space arrangements, or to reschedule the party.

#### Parking

- 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 the security booth.

#### Guest Attendance

- Additional guests can be paid for (by check, or cash) at the time of the event.
- Families must notify the host/office if additional Party Activity Specialists will be needed five days prior to the event based on the 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 the Host 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. 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 guests to set-up, clean-up, and manage the event on behalf of the party sponsor.
- Party Specialist(s) will focus their attention on children & lead appropriate activities such as songs, dance, games, & sports.

#### Drop-off and Delivery

- Arrangements may be made for items to be dropped off or delivered the day before your party between the hours of 12:00pm-5:00pm. They will be stored in the proper location depending on items ( freezer, refrigerator, storage room).
- On the day of the event, food & materials can be dropped off 30 minutes prior to the start time. For storage arrangements, please make any arrangements by Monday prior to the event with our party manager.

#### Staff to Child Ratio:

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



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Select Divine Party Options				
Party Type	Description	2 Hour Party \$15 per additional child	3 hour Party \$15 per additional child	Total:
<input type="checkbox"/> Mat Party	Use of mats and climbing equipment, Party host, activity specialist, music.  Select one of the following: <input type="checkbox"/> Parachute Games <input type="checkbox"/> Running group games ( Age appropriate ) <input type="checkbox"/> Circle Time, Songs and Story	\$650 <input type="checkbox"/> Per 15 children	\$800 <input type="checkbox"/> Per 15 children	
<input type="checkbox"/> Sports Party	Use of space, limited equipment, Party host, activity specialist, and more.  Select up to two sports activities: <input type="checkbox"/> Floor hockey games <input type="checkbox"/> 9 Square in the Air <input type="checkbox"/> Soccer games <input type="checkbox"/> Basketball	\$650 <input type="checkbox"/>	\$800 <input type="checkbox"/>	
<input type="checkbox"/> Art Party	Use of gym space, limited materials, party host, and activity specialist. Activities can be prepared around a theme you select in advance. Material fee included.  Select one of the following: <input type="checkbox"/> Sit and Canvas Art <input type="checkbox"/> Sculpture & Jewelry Design- 8 years & older <input type="checkbox"/> Collage & Watercolor <input type="checkbox"/> Peg Art & Loom Bands	\$650 <input type="checkbox"/>	\$800 <input type="checkbox"/>	
<input type="checkbox"/> ACTion Party:	Outdoors or Gym is set up for various games and challenges using special gear and equipment.  Select one of the following: <input type="checkbox"/> Laser tag games - 8 years & older <input type="checkbox"/> Obstacle course - 8 years & older <input type="checkbox"/> Wii Dance fun - 8 years & older <input type="checkbox"/> Scavenger Hunts (Spring & Summer only) - 4 years & older	\$650 <input type="checkbox"/>	\$800 <input type="checkbox"/>	
<input type="checkbox"/> Enhancements:	<input type="checkbox"/> Bounce house <input type="checkbox"/> Face Painter	<input type="checkbox"/> \$425 <input type="checkbox"/> \$350	<input type="checkbox"/> \$450 <input type="checkbox"/> \$450	
Additional	If there are more than 15 children attending an additional specialist will be requested	\$95.00 (2hrs) \$125.00 (3hrs)		
<input type="checkbox"/> Celebrations:	Gym space is provided for up to 40 guests including children and adults. Tables and chairs are provided with table covers. A Bluetooth sound system is available for a fee. 2 staff are provided. Includes cost of security staff.	\$1500 <input type="checkbox"/>		



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Please check and fill in!			
Will you need refrigeration?	<input type="checkbox"/> Not at all	<input type="checkbox"/> One day before	<input type="checkbox"/> On the day of the event
Will you need a freezer?	<input type="checkbox"/> Not at all	<input type="checkbox"/> One day before	<input type="checkbox"/> On the day of the event
Guests are responsible for providing food. Would you prefer ACT to order beverages and pizza?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are you interested in pizza pies? How many?	<input type="checkbox"/> \$24.00 cheese pie cut in 1/16th slices Total: _____	<input type="checkbox"/> \$26.00 pie with toppings cut in 1/16th slices Total: _____	
Are you interested in beverages? How many?	Water bottles at \$20/case Total: _____	Juice packs: apple, berry, fruit; \$20/case Total: _____	
<p>I have read and agreed to the stipulations listed in this party plan and contract and I have enclosed full non-refundable payment in the amount of \$_____</p> <p>Party Sponsor Signature: _____ Date: _____</p> <p>ACT Staff- Reviewed/Approved by Signature: _____ Date: _____</p>			

We look forward to helping you plan for your event. If you require additional information or wish to have a tour of the spaces, please contact our ACT front office at 212-316-7530 or email us at [act@stjohndivine.org](mailto:act@stjohndivine.org).

