



Parent Resource Center Birthday Party Contract

Thank you for choosing to host your party at the Parent Resource Center (PRC). To ensure the success of your event as well as to maintain our facility, please take note of the following:

The PRC will provide use of:

- PRC Land Room – can be used for entertainment, crafts, or open play. **FOOD AND BEVERAGES ARE NOT ALLOWED IN THIS ROOM**
- PRC Air Room – Food and Beverages can be set up and served in this room
- PRC Kitchen – Includes sink and refrigerator
- PRC Parent Lounge

In addition, a PRC staff member will be present for the entire event, including set up. At the end of the party you will be assisted by the PRC staff member to: pack up and remove all of your belongings including any leftover food and beverages, bag up your trash, wipe down tables and countertops including children's bathroom. A staff member will sweep and vacuum the floors after you depart.

You will provide:

- Invitations
- Entertainment
- Decorations
- Food and Beverages
- Cake/Cupcakes
- Party Paper Goods
- Crafts
- Favors
- Matches/Lighter
- Paper Towels/Wipes

General Information:

- The PRC can accommodate up to 15 children per party.
- Parties may last up to 2 hours plus 30 minutes each for set up and clean up.
- Parties may be booked on Fridays between 3pm to 6pm, Saturdays between 1pm to 6pm, and Sundays between 10am to 5pm.
- We do not allow bare feet or shoes in our rooms. Please inform your guests that the PRC has a SOCKS ONLY policy here for all children and adults.

PLEASE NOTE: In accordance with town fire regulations the PRC cannot permit the use of any heat or smoke producing machine or activity during your party. This includes but is not limited to: cooking machines and appliances (other than those in our PRC kitchen), cotton candy machines, popcorn machines, incense or any powder/dust producing activity or machine.



Parent
Resource
Center

Packages and Fees:

Open Play Party

Keep it simple and let your group explore our collection of age-appropriate toys.

- 90 Minute: \$200 for PRC Members or \$250 for Non-Members
- 2 Hours: \$250 for PRC Members or \$300 for Non-Members

Music For Aardvarks Party Package

Jam out with local favorite Music for Aardvarks while celebrating your child's special day.

- 90 Minute: \$450 for PRC Members or \$500 for Non-Members
- 2 Hours: \$500 for PRC Members or \$550 for Non-Members

Little Yogis Party Package

Children will explore a combo of music, movement, and yoga through fun and engaging play.

- 90 Minute: \$450 for PRC Members or \$500 for Non-Members
- 2 Hours: \$500 for PRC Members or \$550 for Non-Members

Please Provide the Following:

Parent's Name _____

Parent's Phone Number _____

Parent's Email Address _____

Date of Party _____ Time of Party _____

Child's Name _____ Child's Age _____

Number of Guests (children) _____ Number of Guests (adults) _____

Please Check One:

- YES I want the toys and equipment to be available during the party
- NO I do not want the toys and equipment available; please cover and put out of reach.



We require a \$100 security deposit commitment. Your card will not be charged unless there is damage to our space or equipment during your party. Please check with the PRC staff member at the end of your party.

Signature: _____

We require that your payment be made in advance. Once we receive the following we will confirm your party:

1. A signed copy of this agreement
2. Signed Participation Waiver
3. Payment in full