



Commonpoint Queens BIRTHDAY PARTY AGREEMENT



Member

Expiration Date _____

Non-Member

Child's Name _____ Age turning _____ D/O/B _____
 Address _____ Apt. # _____
 City _____ State _____ Zip _____
 Parent's Name _____ Email _____
 Home Phone _____ Work _____ Cell _____

Date Requested _____
 Start Time _____
 End Time _____
 Party Activity _____
 Cost of Party \$ _____
 Location: SFC/CQ _____

Additional Children	\$12	YES	NO
Coffee	\$20	YES	NO
Tumble Track	\$50	YES	NO
Small Bounce House	\$35	YES	NO
Additional Pizza (___ pies)	\$16	YES	NO
Gluten Free Personal Pizza Pie	\$12	YES	NO
30 Minute Extension	\$50	YES	NO

I have agreed to hold a birthday party at the Commonpoint Queens on (date) _____ from (time) _____ to _____. The cost of the party is \$_____, less the \$100 deposit plus any add ons for up to 12 children (the birthday child is free). If there are more than 12 children there will be an additional charge of \$12 per child. Any child up to 17 years of age who attends the party (playing, eating, or both) will be counted as part of the total head count. If space allows, for an additional \$50 you may extend you party for 30 minutes.

A deposit of \$100(see cancellation policy) is required when reserving the party.

Final payment is due the day of the party by cash or by credit card. This fee does not include gratuities. Please call your final count in by Thursday, _____ to ext. 504. Due to our planning and staffing needs, if the actual number of children attending the party is 5 or more than the final count, there will be an additional \$20 service fee.

Reminder (Only at Central Queens): We maintain Jewish dietary laws and only kosher dairy foods (cake, bagels, etc.) are permitted. Any cooked outside food is not permitted unless provided through an authorized Kosher caterer accepted by the Commonpoint Queens Kashruth policy.

Please note following:

- * Any decorations brought from home needs to be pre-arranged with the party coordinator and given to the party staff immediately upon arrival in order to insure there is a timely set up.
- * White paper goods are provided, unless you choose to bring your own.
- * Party guests must remain in the designated party area before and during the party. Guests are not permitted, to use the facility once the party is over.
- * The refrigerator/freezer is available for the storage of your cake. However, the kitchen is limited to staff use only.
- * Staff service is provided only for the children participating in the party. Service for adults (i.e. serving food other than cake) is available upon request for an additional fee of \$40 and must be arranged in advance.
- * Guests should arrive no earlier than 10 minutes prior to the party. Guests are requested to exit the party room within 15 minutes of the conclusion of the party. An extra charge of \$30 will be added to your bill for every 15 minutes thereafter.
- * **Any cancellations up to 2 weeks prior to the party will result in a \$50 service charge. Any cancellations thereafter will not be refunded.**

I have read, understand and agree to abide by the information stated above.
 Signature _____ Date _____