



Challenger Learning Center of Lake Erie West Birthday Party Agreement



Please read the following information regarding your event with the Educational Service Center of Lake Erie West operating the Challenger Learning Center of Lake Erie West in its entirety. Upon signing agreement and payment of event dues, you assume responsibility and confirm compliance with the terms and conditions.

Person Booking Party: _____

Birthday Child's Name: _____

Address: _____

City: _____ Zip: _____

Phone: _____

Email: _____

Party Date: _____

Number of Guests: _____ Adults _____ Kids

Time: 10:00am-12:30pm 2:00pm-4:30pm

Party Theme: Journey to the International Space Station (Ages 5-9)
 Return to the Moon (Ages 10+)
 Voyage to Mars (Ages 10+)

Our Party Package Includes:

- Mission for up to 30 guests plus the birthday child
- Use of the party room for 30 minutes prior to mission
- Themed table coverings, utensils, cups, plates and napkins provided
- Two hour simulated space mission of choice
- Cost: \$450

This is a contract between you, the purchaser, and the Educational Service Center of Lake Erie West operating the Challenger Learning Center of Lake Erie West, herein referred to as the "Center."

We appreciate your selection of the Challenger Learning Center of Lake Erie West for your Birthday Party Mission. To ensure that you have the best party experience possible, we ask that you adhere to the following:

The Purchaser and User Group agrees to abide by all facility rules set forth which are incorporated herein by reference and agree that it is the User Group's responsibility to ensure that all User Group participants/visitors understand and abide by these rules. It is further understood that all persons not adhering to the rules will be required to leave the Center immediately, without due recourse, and no refund will be given for the absence of such person(s).

Unavoidable Circumstances: It is understood that the Center will be excused from performance during times when the Center is prevented from performing the terms of this contract due to acts of God, fire, strikes, picketing, loss of facilities, inability to obtain supplies and other unavoidable circumstances. If such circumstances result in the facility being unusable by you, the Center will work to reschedule your event or refund monies paid.

Governing Law: This agreement shall be construed according to the laws of the State of Ohio and the venue shall be vest in Lucas County as the location of the premises of the Center.

Liability: The person booking the party will indemnify, defend, and hold harmless the Educational Service Center of Lake Erie West/Challenger Learning Center of Lake Erie West from any and all liability for property damage, theft, or personal injury to event participants during or by reason of this activity.

Please initial: _____

PLEASE INITIAL BESIDE EACH ONE TO CONFIRM THAT YOU HAVE READ AND UNDERSTAND

_____ No alcoholic beverages, of any kind, or illegal drugs are allowed on the Center property. No hunting, firearms, or fireworks are allowed at any time on the Center property. Smoking is prohibited on Center property.

_____ Arrive 20 minutes early to meet with the Party Host and to greet your guests as they enter. Your party will congregate in the lobby of the Challenger Learning Center for check in and will then be escorted to your party areas.

_____ Any remaining fee balances must be reconciled prior to the party beginning.

_____ The Party Room is only accessible for the 30 MINUTE SCHEDULED TIMEFRAME. In your best interest and in the best interest of other parties, we must request that you vacate the party room when your scheduled time is completed and return to the main lobby for the mission.

_____ Please be aware that when your party is completed, the room must be vacated so that that room is available for following events. Food and Drinks are only allowed in the party room rental area.

_____ A Host/Hostess will be assigned to your party. You will meet this host in the lobby as you check in and they will escort you and your guests to the specified activities or party rooms. This host/hostess will answer any questions or concerns as they arise. The host/hostess will serve and assist with service of food and drinks while in the Party Room.

_____All necessary paper goods are provided for Birthday Party rentals. Plates, cups, eating utensils, napkins and table coverings are provided in a space theme. If you wish to further decorate, you may; however, you will not have early access to the Party Room to decorate. No decorations may be hung on the walls/doors in any fashion.

_____The Party agreement does not give access to any other section of our facility.

_____PAYMENT IS DUE IN FULL AT TIME OF BOOKING. You will be given a copy of the party agreement for your records and the Center will retain the original signed paperwork.

_____Cancellation Policy- Parties that are cancelled prior to 14 days of your party agreement date will be refunded all monies minus a \$50.00 deposit fee for holding your date. If you cancel a party within 14 days of your party agreement date you may reschedule your event; however, NO MONIES WILL BE REFUNDED.

_____Payment is non-refundable, even in the case of a NO SHOW for a scheduled party.

By signing below, I state that I have read, agree and understand all portions of this agreement with the Educational Service Center of Lake Erie West operating the Challenger Learning Center of Lake Erie West.

Signature of Responsible Party: _____ Date: _____

Responsible Party Printed Name: _____

Please return the completed and signed form via mail or email to:

Challenger Learning Center of Lake Erie West

Attn: Beth Tolson

2275 Collingwood Blvd.

Toledo, OH 43620

etolson@eslakeeriewest.org

Office Use Only

Signature of Center representative: _____

_____ Date Received

_____ Agreement copy sent to purchaser

_____ Arrangements confirmed with purchaser

_____ Entered into calendar

_____ Payment confirmed with Finance Department (attach proof of payment)

_____ Supplies ordered

Notes: