



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: _____

Home Phone: _____ Alternate Phone: _____

Email address: _____

Party Date: _____ 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+)

Cadet Package:

- Mission for up to 10 guests plus birthday child
- Use of party room for 30 minutes prior to mission
- Themed table coverings, utensils, cups, plates and napkins provided
- One and a half hour simulated space mission of choice
- Cost: \$200

Explorer Package:

- Mission for up to 15 guests plus birthday child
- Use of party room for 30 minutes prior to mission
- Themed table coverings, utensils, cups, plates and napkins provided
- Two hour simulated space mission of choice
- Party favors for each guest
- Cost: \$350

Additional guests are \$10.00 per person and can be paid when paying online. There is no charge for parents of birthday guests.

Ambassador Package:

- Mission for up to 25 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
- Party favors for each guest
- 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.

Responsible Party Signature: _____ Date: _____

Responsible Party Printed Name: _____

Please return the completed and signed form to:

Challenger Learning Center of Lake Erie West
Attn: Beth Tolson
2275 Collingwood Blvd.
Toledo, OH 43620

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: