



Private Event Reservation Form

For more information or to arrange payment to secure your reservation, please call 607-936-3837.

Party Availability:

Bookings tend to fill up quickly, so please book well in advance (a minimum of 2 weeks is required)!

Party times:

- Saturday, 2:00 to 4:00 PM (setup 1:30 to 2:00 PM, cleanup: 4:00 to 4:15 PM)
- Saturday, 5:00 to 7:00 PM (set-up 4:30 to 5:00 PM, cleanup: 7:00 to 7:15 PM)
- Other: _____

All Parties Include:

- Private use of the facility and play equipment (please ask a staff member before moving furniture). Please note: parties with approximately 10-15 children seem to work best.
- Use of small fridge, microwave, coffee maker, tables, and highchairs.
- Use of children's bathroom inside the PRC and handicapped accessible adult bathroom in the lobby outside.
- Staff available, as needed, for questions/concerns, assistance with center equipment, or to replenish consumables, such as paper towels, garbage bags, etc.
- Staff removal of trash and post-party disinfectant of center equipment and space.

Renter is responsible for:

- Supervision of all guests.
- Appropriate use of center equipment, including toys, furniture, and supplies.
- Party food, decorations, and party supplies. ***Please keep in mind that the PRC is a peanut-free facility. Only non-alcoholic beverages may be served.**
- Removing all decorations and party supplies.
- Adhering to *Inflatable Rental Agreement*, if applicable.
- Assist staff with clean-up and putting the PRC toys/equipment back in place.

Event Date:

Day of the week: _____ **Date:** _____

Party Time (please check one):

___ Saturday, 2:00 to 4:00 PM (setup 1:30 to 2:00 PM, cleanup: 4:00 to 4:15 PM*)

___ Saturday, 5:00 to 7:00 PM (set-up 4:30 to 5:00 PM, cleanup: 7:00 to 7:15 PM*)

___ Other: _____

**Thank you in advance for making sure you finish on time. We often schedule other parties or events after your event. We may give you a friendly reminder about the time to help you stay on track.*

Adult Host: _____

Address: _____

Phone: _____ **Email** _____

Purpose of event (child/adult birthday, private party, etc.): _____

\$175.00 Rental Fee	\$
\$50.00 Inflatable Rental	\$
TOTAL AMOUNT DUE: (Reservation is not complete until FULL payment is received.)	\$
Refund policy: 50% refundable up to 2 weeks prior to party; no refunds thereafter.	
Payment Info: <i>see attached receipt(s)</i>	

Renter Signature: _____ **Date:** _____

Staff Signature: _____ **Date:** _____

Thank you for supporting our mission by renting the PRC for your private party!

For additional ways to support the PRC, please visit our website at

<https://www.nonniehoodprc.org/support>