

**Birthday Party Information Sheet**

We are excited that you have selected our facility for your upcoming birthday party! In an effort to ensure an excellent party experience we have created this information sheet for your review.

This information sheet is intended to provide helpful information to guide you with planning and assist with setting guest expectations.

We will provide all party guests our basic participant information before entrance.

**General Information, Rules and Expectations:**

* All children must have waivers completed by a parent or guardian before entry.
	+ Waivers are available for download on our website or may be completed upon arrival.
* All guests will need to remove their shoes (including adults).
	+ Socks are encouraged but not required.
* We ask that adults not play on or sit on any of the equipment.
* Seating for adults outside of the party room is limited.
	+ We ask that adults do not pull chairs out of the party room.
	+ Due to limited seating we ask that you limit the number of additional adult guests that are in addition to the guests assisting with children.
* All of our activities are adult lead and adult directed.
	+ An adult/guardian must remain with the child during the party to assist with activities.
* If we notice that a child’s behavior is unsafe or destructive, we may redirect play.
* We have four bathrooms, the first two have changing tables and one has a toddler toilet.

**For the party host:**

* All of our activities are adult lead.
	+ As a party host you must ensure that an adequate number of adults are available to direct the children in attendance.
* No noise makers are permitted inside The Sensory Playce.
	+ If handing out noise makers to guests, please ensure they wait to use them until they are outside.
	+ For parties during regular business hours no playing of music.
* If you are giving out goody bags, please do so at the end of the party - on the way out the door - and have guests open them after exiting the play area.
* The time booked for your party is the full duration of your booking: inclusive of both the party room area and the play area. At the end of your booking time, all personal belongings must be removed from the party room, and all guest must vacate both the party room and the play area to allow us time to reset for the next event.

**Set up:**

* Party host may arrive to set up the party room 15 minutes prior to reservation time.
	+ Note if you are booking a private party and/or a time slot at opening we ask that only one or two adults come in early to set up as staff will still be working on their opening duties.
* The Sensory Playce refrigerator may be utilized by the party host before and during the party.
	+ Please ensure that guests and children do not use the refrigerator.
	+ Please ensure when removing items from the fridge that you only take items you brought with you as The Sensory Playce utilizes the fridge for water and food as well.
* Please do not tape anything to the walls.
	+ Tape may be used on the metal door frame and metal window frames but must be removed completely.
* Balloons may be used, but they must be securely tied down.
	+ If giving balloons to kids, please do so outside of the facility.

**Food & Drinks:**

* Food and drinks must remain in the party room at all times.
	+ Please monitor guests to ensure they are completely done eating prior to returning to play.
	+ Please asks guests to wash hands after eating and prior to returning to the play area.
	+ Alcoholic beverages are not permitted

**Tear down:**

* The Sensory Playce staff will clean the party room and remove trash upon the reservation end time.
* Please ensure that all belongings and decorations are removed from the party room by the reservation end time.
	+ During clean up please monitor the removal of items to ensure you only take items belonging to you.

*\*\*Note should you need to cancel for any reason $50 is non-refundable and the balance will be available as store credit.*

**Thank you for choosing The Sensory Playce - we can’t wait to celebrate with you!**