

BIRTHDAY PARTY BOOKING FORM

Thank you for choosing MAPA Australia to host your Birthday Celebration! To confirm your booking, please complete the following and return to us with a \$100 deposit.

BOOKING DETAILS

Party Theme: Princess Fairy Disco Jungle Frozen Candyland

Custom theme:

Date:

 / /

Start Time:

 : AM / PM

No. Children:
(Estimate)

CHILD'S DETAILS

Full Name:

Date of Birth:

 / /

Gender: Girl Boy

Age Turning:

Favourite Colour(s):

PARENTS/GUARDIANS DETAILS

Full Name(s):

Street Address:

Suburb:

State:

Postcode:

Email:

Home phone:

Mobile:

ADDITIONAL EXTRAS

	FEE	QTY.	TOTAL
Extended hire fee (no additional hosting included)	\$ 80.00 p/hr		\$ _____
Projector & screen - can display photos/videos during event	\$ 50.00		\$ _____
Red Carpet - for entrance	\$ 15.00		\$ _____
Gold Curtain backdrop - for entrance	\$ 20.00		\$ _____
Foil curtain - (Black or white to cover mirrors)	\$ 50.00		\$ _____
White curtain dividers	\$ 40.00		\$ _____
Photo Booth Props & Accessories	\$ 25.00		\$ _____
Pie warmer hire	\$ 50.00		\$ _____
Chair Covers - White or Black	\$ 2.00 each		\$ _____
		Additional costs:	\$ _____
		TOTAL:	\$ _____

COST OF BOOKING

Description	Price
2 Hour birthday party package	\$ 597
+ extra fee for Custom Theme or over 20 children	\$ _____
TOTAL (incl. GST):	\$ _____

BIRTHDAY PARTY TERMS AND CONDITIONS

Please carefully read and sign the following form below. Your booking can not go ahead unless this form is clearly read and signed.

STANDARD BIRTHDAY PACKAGE DETAILS

A \$100 non-refundable deposit is required to confirm your booking. Balance is due a minimum of 48 hours prior to the booking. The standard rate for birthday parties is \$597 (maximum of 20 children).

Please Note: Our standard rate does not include food or drinks.

The \$597 fee includes the following:

1. Exclusive and private use of our venue, including:
 - Newly renovated studio with heating/cooling
2. Shared use of Kitchen, bathroom and common area facilities
3. Professional party manager plus party hostess/dance teacher
4. 30-45 min dance class for children during the party
5. Music, party games & prizes
6. Use of sound & lighting equipment (includes disco ball/chandelier, lighting, smoke machine, etc)
7. Parting decorations to suit one of our standard themes (extra fee for Custom Themes)
8. Party table set up (includes tablecloths, plates, bowls, cups, cutlery & napkins)
9. Free dance class voucher & helium balloon for every child
10. Set up/pack up & cleaning fee

RESPONSIBILITIES OF PARENT/GUARDIAN

1. I agree to communicate efficiently and effectively with the staff involved of the party, especially if any changes do occur
2. I understand that it is my responsibility to notify the staff involved of the party of any guests with severe medical conditions, ie; anaphylaxis, asthma, epilepsy, diabetes, other
3. I understand that all decisions need to be finalised 7 days prior to the party, including:
 - custom music requests
 - final guest numbers
 - media to be used on projector
 - changes or additional extras in regards to venue set-up

*extenuating circumstances will be dealt with on a case by case basis
4. I agree to have full payment of the party made at least 48 hours prior to the day
5. I understand that it is my responsibility to remove any left-over food and drinks after the party
6. I understand that all rubbish pertaining to the party is secured in appropriate disposal bags
7. I understand that it is my responsibility to ensure that all crockery and table wear decorations are accounted for correctly at the end of the party and if any discrepancies are present that I report it immediately to staff
8. I understand that it is my responsibility to leave the venue as it was found
9. I understand that if any damages or lost supplies occur that I am liable for reimbursement
10. I understand that the venue is not responsible or liable for any personal property lost or damaged

PARENTS/GUARDIANS DETAILS

Full Name(s):

Signature:

STAFF MEMBER DETAILS

Full Name(s):

Signature: