

**THE REC ROOM, LLC BIRTHDAY PARTY RENTAL AGREEMENT**

This rental agreement is for the use of The Rec Room as a venue for your party. The Rec Room will honor rental requests on a first-come, first-serve basis with receipt of the completed agreement and a non-refundable deposit of $100. The remainder of your payment is due on the day of the party.

**CUSTOMER INFORMATION**

Renter’s Name:

Date of Party:

Time of Party:

Additional Time Request:

Name of Birthday Child:

Child’s Birthday Age:

Number of Children Attending (suggested max. 20):

Number of Adults Attending (suggested max. 30):

Address:

Phone:

Email:

**\*\*Children’s table setup includes table covers, plates, napkins, cups & forks. All items will be provided in a solid primary color. Specific color or design requests must be made at least 10 days prior to the date of the party.**

| The Rec Room, LLC | 3222 Adeline St. Berkeley, CA 94703 | (510) 999-5437 | www.recroomcafe.com |

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| **Birthday Party Package** |
| **Time** | 10:00-12:00 2:00-4:00 5:30-7:30 | Additional Time: $100 per 30 mins. |
| **Cost**  | $425 members | $475 non-members |
| **Includes** | Use | Tableware/Drinks |
| -2 hours of exclusive play in our play spaces for all guests-Private use of our full venue-Use of additional classroom for activities, crafts, games, etc.-Party coordinator help for set-up/clean-up and during event | -Tables, chairs and paper goods (tablecloths, plates, cups, napkins & forks) for 12 place settings at main table-Coffee/Tea for all adults and water for all guests (coffee cups & supplies included)-Use of café counter refrigerator for service/storage, microwave and sink |
| \*please see add-on menu for more options |

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| **A La Carte Add-Ons** |
| **Choose any theme!** | **Price** |
| a. Backdrop Frame Rental (dessert table or photo) + Backdrop  | $40+ cost of decorations + cost of backdrop\* |
| b. Balloon Arch/Garland for Backdrop | $15 per foot |
| c. Custom Balloon Letter Garland | $ 4 per letter |
| d. Custom Banner | $25 |
| e. Pom Poms / Lanterns (hanging décor) | $25\* |
| f. Table Runner | $10 each\* |
| g. Main Table Centerpieces | $10 each\* |
| h. Dessert Table Décor\* | Budget determined with event coordinator |
| i. Dessert Topper(s) | $15 for cake topper / $15 per dozen cupcake toppers |
| j. Garland(s)  | $15+ each |
| k. Themed Craft/Activity | $24 per dozen\* |
| l. Goody Bags & Thank You Tags | $5 per bag / $7 w/ thank you tag +cost of filler\* |
| m. Favors\* | Budget determined with event coordinator |
| n. Additional Decorations\* | Budget determined with event coordinator |
| o. Additional Tableware for Adults\* | $40\* |
| \* Custom design | Budget determined with event coordinator (price reflects base rate) |

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**THE REC ROOM, LLC
BIRTHDAY PARTY RENTAL RULES AND GUIDELINES**

Renter's Name:

Party Date/Time:

1. There must be a minimum of one (1) adult present for every four (4) children. Children must be supervised at all times.
2. If the event time exceeds the terms of the rental agreement, *Renter will be charged for additional time at rate of $50 per 15 minutes*. The Rec Room reserves the right to allow or refuse additional time requested outside of the contracted hours of the event.
3. Please keep in mind that we have a maximum capacity of 50 people (includes adults and children) If you have more than party guests than specified on the rental agreement, you will be charged an additional fee of $15.00 per person. The Rec Room will enforce our maximum capacity and refuse entry to extra people if this occurs.
4. **Please do not use staples, tacks, pins or nails to affix decorations. Please do not use adhesive tape of any kind on the party room walls, furniture or floor. Command Hooks, masking tape, Washi tape and painters tape all work well!** In the event that proper authorization is not received and damages have resulted from your party's stay, the **cost of repair and/or replacement will be billed to you.** (Customer Initials: \_\_\_\_\_\_\_\_\_\_)
5. All parties are welcome to bring outside food and drinks.
6. Feel free to bring your own decorations! You will have 30 minutes before your event reservation time to set up decorations, and 30 minutes after your reservation time to clean up. Renter is responsible for installing and removing all decorations during the designated times*.* **Set up specifications and times should be discussed with The Rec Room event coordinator at least 2 weeks before rental date.** Please share any special party decorations, catering, rental arrangements to be approved by The Rec Room event coordinator before rental.
7. Party packages include enough party table supplies for 12 children. Renter should supply buffet and dessert plates, napkins and utensils and cups for all guests. The Rec Room is happy to provide these items if preferred, additional fees will apply.
8. Helium balloons are okay, provided they are not let loose in the facility. Spray String (i.e., Silly String) and piñatas are not permitted.
9. Please be sure you have all belongings before departure.
10. A $100.00 **non-refundable** deposit is required to book a party slot. **Full payment is due on the day of the event.** (Customer Initials: \_\_\_\_)
11. Renter may change rental date or time if at least two (2) weeks advance notice is given, however deposits are good for only 6 months from date of agreement. Rental dates and times are subject to availability.

**CANCELLATION POLICY**

* Up until 2 weeks prior to party date: $25 cancellation fee
* 2 weeks prior to party date: $50.00 cancellation fee
* 1 week prior to party date: $100.00 cancellation fee
* Less than 1 week prior to party date: Full payment due

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**RESPONSIBILITY AND SAFETY GUIDELINES**

1. Renter is responsible for the behavior of all party guests— including any damages incurred during their event at The Rec Room, LLC.
2. Renter and guests are expected to respect the property— excessive noise, vandalism, smoking, and any type of unsafe behavior is not permitted. Anyone found disobeying these rules will be asked to leave the property. (Customer Initials: \_\_\_\_)
3. Groups and individuals who use the party rooms are guests of The Rec Room, and use of the space should reflect this understanding. You agree to comply with all applicable qualifications, rules, policies and procedures as determined by The Rec Room, LLC, and all federal and state laws and standards. You may obtain a full copy of all The Rec Room, LLC rules from the front desk, or we will forward a copy to you electronically.
4. **PLEASE NOTE: Your party is not officially reserved until we have received your deposit and a signed Party Rental Agreement.**

**\*\*The Rec Room event coordinator will follow up with you the week of your party to confirm the details.\*\***

**SIGNATURES**My signature below certifies that I have **read, understand, and agree to** the above THE REC ROOM, LLC Event Rental RULES AND GUIDELINES. I have also read, understand, and agree to the RESPONSIBILITY AND SAFETY GUIDELINES.

Renter's Signature: Date:

The Rec Room, LLC Representative: Date:

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