

The Columbia Marionette Theatre

entertaining families with the art of puppetry since 1988



Birthday Party Contract

Date Requested: _____ Party Time: **10:00am** or **2:00pm**

Party Area Requested: **Land of Oz** **Medieval Castle** **Undersea Kingdom** **Dino Park**
(Choose one preferred and one backup option. Subject to availability.)

Parent Name: _____ Birthday Child Name & Age: _____

Mailing Address: _____

_____ Contact Phone #: _____

The agreement of CMT to perform is subject to proven detention by sickness, accidents, riots, strikes, epidemics, acts of god, or any other legitimate condition beyond control. Purchaser assumes liability for damages to CMT's equipment, building, or grounds when the damage is a result of customer/guest action, whether willful or accidental. Purchaser shall indemnify and hold CMT safe and harmless from any loss, damage, personal injury or property damage by or on behalf of any third party, person, firm, or corporation as a result of or in connection with the engagement, which claim does not directly result from CMT's active negligence.

This agreement shall be governed by and enforced in accordance with the laws of SC.

John Scollon, Executive Director, C.M.T.

In case of EMERGENCY, please call **803-622-3302**.

Responsible Party Signature

Date

Please read the enclosed information sheet! It contains important information you must know in regards to your party.

401 Laurel Street Columbia, SC 29201 phone: 803.252.7366 fax: 803.252.7669
e-mail: info@cmtpuppet.org website: www.cmtpuppet.org

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BIRTHDAY PARTY INFORMATION

Everything you need to know to make your party at the Columbia Marionette Theatre a success!

The Columbia Marionette Theatre will provide:

- The Party Space, which includes one 8-foot picnic style table and an additional table for food/gifts/etc.
[Space will be made available beginning fifteen minutes prior to party start time, i.e. 9:45am or 1:45pm]
- Priority seating in the auditorium to view the show performance for all child guests of the party.
- A choice of one puppet from our puppet store (limit \$12.00) as a gift for the birthday child.
- Area clean-up following the party incl. sweeping, mopping, wiping tables, taking out trash, etc.

The Customer is expected to provide:

- a \$75 reservation fee for the space, due one week before the scheduled party
In the case of a double – party or more, additional Birthday Children will add a \$20 charge to the reservation fee. This will include extra priority seating as needed, as well as an additional birthday puppet.
- a \$6 – per – child charge for guests of the party, due on the day of the party following the show.
NOTE: Adult chaperones, teen siblings and babies under the age of 2 are not counted towards this total. CMT Staffers will do a preliminary head count at the door. The Customer is expected to tally guests and compare total with CMT staff. CMT will not charge individual party guests upon entry unless arranged in advance and in writing by the Customer. In this case, guests must indicate on arrival that they are attending a party or they will be charged as general admission. Any disputes should be addressed BEFORE the Customer leaves the premises.
- Any food, cake or decorations, as well as activities to provide entertainment for the one-hour party block.
 - * Activity suggestions include: making paper bag puppets, “decorate the crown/dino/mermaid”, etc.
 - * Do not affix or tape anything to the walls as this can damage the murals in the areas
 - * Balloons must be tied down or on weights as they can get caught in the ducts of the HVAC system.
 - * Avoid glitter, confetti, or other difficult-to-clean décor
 - * Music, crock pots, 3rd party entertainers, etc. are allowed, provided they do not interfere with other parties or the show.
 - * No noisemakers, whistles, or other items that may disrupt the show performance.
 - * Deliveries of any kind are **STRONGLY DISCOURAGED** as they historically have been highly disruptive.

RESERVATIONS/CANCELLATIONS

Party areas are subject to availability. Customers are expected to provide all the requested information on Page One of this contract before the booking can be added to the calendar. The \$75 Reservation Fee is non – refundable and is due one week prior to the party date. It can be mailed in the form of a check made out to “CMT” to us at 401 Laurel St, Columbia SC 29201. Arrangements can be made to pay in person or by phone BY APPOINTMENT ONLY.

Persons who have not paid or made arrangements to pay the Reservation Fee by one week prior to the party date will be considered non-compliant and the reservation will be cancelled.

If the party must be cancelled after the reservation fee has been paid due to family emergency, illness, etc, CMT will arrange for a different date for your party and the fee balance can be transferred to cover the new party date.

We feel proud and privileged that you have chosen Columbia Marionette Theatre as your child’s birthday venue and theatre experience. We want your time with us to be pleasant and exciting.
Welcome to the enchanting world of puppetry!

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