



Birthday Party Agreement

Child's Name _____ Age _____ / Birthday _____

Parent's Name _____ Phone # _____

Email _____

Your party is scheduled for _____ at: 1:00-3:00 or 3:30-5:30.

Party Schedule

- 15 minutes of set-up time
- 1.5 hours of party and craft time
 - Make your own nametag
 - Craft-time – popular themes for parties change constantly, call us to find out what is available!
 - Warehouse tour – scavenger hunt!
 - Present opening (if you desire) (or shopping, if you add on Option #3!)
- 15 minutes of clean-up time

Please arrive 10 - 15 minutes prior to the beginning of your party to set-up, and decorate the “Green Room” if you choose, and to greet your guests. Please be aware that there is a limited amount of time between parties when we have two scheduled for the same day. It is important for each party to begin and end at the scheduled time. Serving more food than just cake or ice cream sometimes takes more time, and therefore we will need to deduct 10-15 minutes from your craft/party time.

Party Guidelines:

- Parties are for people turning 6 and older; for everyone to experience crafting success, the majority of the guests need to be kindergarten age and above.
- Food/snacks need to be limited to the celebration portion of the party when children are not using craft materials because everything they don't end up using gets put back in the store for resale. This helps us keep our inventory clean and reduce waste! Parties for people 18 and older can include food throughout the party.
- A minimum of 2 actively participating adults are required to attend parties with children ages 6-12 to help with craft project construction. A total of 13 people fit comfortably in the party room: the party coordinator, 2 adults for supervision, and 10 partygoers. adults who want/need to be present during the party will need to wait in the parent waiting area. (we have wi-fi!)

BASIC Party Package: The I.D.E.A. Store provides

- The use of the “Green Room” with table/cloth and chairs for up to 10 children;
- A refrigerator and freezer;
- The necessary supplies and samples for a thematic re-use craft project that each child may take home;
- A party coordinator and support staff person for the entire party
 - **Option 1** provides an additional opportunity to “Go Green!” We will provide bio-degradable party ware and reusable decorations!
 - **Option 2** provides a chance for you and your birthday child to come to our store prior to your party and make your own invitations! We will provide the materials, samples and 1 hour of “Green Room” time.
 - **Option 3** provides a “Fill-a-Baggie” shopping trip for each of your child's guests and shopping time!

Last Name/Party Date _____

What You May Want to Provide

- Party decorations;
- Paper goods, forks, spoons;
- Cake, ice cream, other food;
- Drinks;
- Candles, matches.

Payment

	BASIC	Option 1 add	Option 2 add	Option 3 add	ALL 3 Options
Up to 8 Children or Adults	\$ 85.00	\$ 10.00	\$ 20.00	\$ 16.00	\$ 131.00
For each additional child	\$ 7.50	\$ 2.00	\$ -	\$ 2.00	\$ 11.50
Deposit	\$ 50.00				\$75.00

Deposit is non-refundable and due at the time your party is booked.

The remaining balance is due on the date of your party.

Thank you for booking your child’s birthday party at **The I.D.E.A. Store!** We look forward to being a part of your child’s special day! If you have any questions please don’t hesitate to call.

Signature _____
Parent Staff Member

The I.D.E.A. Store by CUSF 28 E. Springfield, Champaign IL 61820 217-352-7878
www.the-idea-store.org

Reservation Date _____ By _____

Deposit Amount \$ _____

Check Number _____ Cash

Credit Card: Visa MC Discover

Name on Card _____

Number _____

Expiration Date _____

3-digit # _____

Parent or Guardian Contact Information

Name _____

Address _____

City _____ State _____ Zip _____