



**CHILDREN'S BIRTHDAY PARTY
FACILITY USE APPLICATION**

29 N. San Pedro Street
Suite 200
San Jose, CA 95110
408-679-2330
www.tabardtheatre.org

This application is made for an agreement between The Tabard Theatre Company at Tabard Theatre and GUEST:

GUEST Address, City, ZIP: _____

Phone: _____ Email: _____

Event Contact Name: _____ Relationship to child: _____

Address, City, ZIP: _____

Phone: _____ Email: _____

EVENT INFORMATION:	
Birthday Party is for: _____	Age: _____
Party Package (select one): <input type="radio"/> Let's Put On A Show <input type="radio"/> Ignite Your Talent <input type="radio"/> Dance Party <input type="radio"/> Design Own	
Date: _____	Arrival time: _____ Start time: _____ End time: _____ Est. attendance: _____
Is catering needed? _____ Will you offer a hosted bar? _____ <i>Beverage packages available.</i>	

EVENT PAYMENT: Your event will be invoiced, per your agreement, with Tabard's Destination & Events Director. Basic Birthday Party Package (Let's Put On A Show, Ignite Your Talent or Dance Party) is \$425.00. 50% payment of said invoice is due when reservation is confirmed. Balance is due the day of your event.

Check or credit card accepted. Deposits are forfeited for cancellations within 90 days prior to event.

Visa, M/C, Discover, AmX (circle one) Credit card no.: _____

Security Code: _____ Exp. Date: _____ 50% Deposit Amount \$ _____

Name on card: _____ Cardholder Phone: _____ Email: _____

Cardholder Billing Address, City, ZIP: _____

OFFICE USE: App/Agr rec'd _____	Deposit rec'd _____	Ins. Cert. rec'd _____	Final Payment _____	Amount: _____
Transaction# _____	Auth Code: _____	Batch# _____	Added to spreadsheet: _____	

TERMS OF AGREEMENT

RESERVATION TERMS: The reservation may not be confirmed until the following have been received by Tabard:

- 1) BIRTHDAY PARTY APPLICATION with signed Terms of Agreement
- 2) 50% of BIRTHDAY PARTY fee, balance due prior to the start time of the event.

Please send all items to:
 The Tabard Theatre Company
 29 N. San Pedro Street #200
 Attn: Ramona Snyder
 San Jose, CA 95110
 email to ramona@tabardtheatre.org

A reservation is fully confirmed only when the GUEST COMPANY receives written notice of confirmation from The Tabard Theatre Company indicating that all necessary documentation have been received.

LIABILITY, INSURANCE & IDEMNIFICATION: The GUEST agrees to assume full responsibility for the conduct of its participants and patrons. Any expenses incurred for damages caused by the GUEST, its participants or patrons, or outside contractor hired by the GUEST will be the responsibility of the GUEST. The GUEST shall indemnify and hold The Tabard Theatre Company harmless from any and all claims and suits, damages or losses and expenses on account of injury to any party in connection with the event or resulting from damage or destruction of any property by the GUEST or any attendees of the event on the building's premises.

EVENT TIMES: Tabard birthday parties happen during two hour time slots between 10am-6pm.

BIRTHDAY PARTY PACKAGES: Basic Birthday Party Package (Let's Put On A Show, Ignite Your Talent or Dance Party, Design Your Own) is \$425.00 and includes the following

- Up to 15 party guests
- Unlimited soft drinks/water
- 2 to 4 games and/or activities appropriate for the age group of your party
- Tabard staff to cover party lead, technical support, and concessions area

BIRTHDAY PARTY PACKAGE DESCRIPTIONS:

1. Let's Put On A Show! For kids of all ages, here's an opportunity to create a fun theatrical production of their own creation complete with lights, and sound. All coordinated with the imaginative assistance of a theatre professional.

2. Ignite Your Talent Invite your guests to participate in a talent show on our stage, complete with lights and sound. You be the judge! Or the host! Or even the star of the show! It's your show and opportunity to Ignite Your Talent!

3. Dance Party Our choreographer teaches you and your party guests two age-appropriate choreographed routines on the stage, followed by a medley of songs to bring out each child's inner dancer or be a free spirit and create your own moves.

4. Design Your Own! Let your imagination soar! Create your own special party, themed to your heart's delight. Our party planner is here to help.

The following items and services can be provided to the GUEST at an additional charge and must be arranged prior to GUEST's event date:

- Additional party guests (\$17 per guest)
- Additional telephone consultation with Party Coordinator (\$25/hour)

FOOD & BEVERAGE REQUIREMENT: Due to our liquor license, no outside alcohol may be brought in to the venue. No food may be brought in from any outside source without prior written authorization from Tabard with the exception of a Birthday cake. You may bring in your own cake. Non-compliance may result in a portion of the security deposit being forfeited.

BAR/CONCESSIONS: A no-host full bar and concessions bar is provided and staffed by Tabard, available before and during events. A hosted concessions bar may be arranged with the Guest Company Events Manager.

CATERING AND EVENT PLANNING: Catering for your event is available at a reasonable rate. Please ask the Guest Company Events Manager for details.

LOBBY/ELEVATOR COVERAGE: Because the lobby is accessible by outside foot traffic and patrons from Peggy Sue's and O'Flaherty's, it is suggested that a representative from the GUEST be in the lobby beginning one hour prior to event until completion of event to assist their own guests attending the GUEST's event. A staff representative will also need to operate the elevator for patrons (training available) GUEST is to assure that no outside drinks are brought up to the theatre by those attending GUEST party. GUEST may request a table in the lobby for the GUEST to handle guest list, registrations or tickets.

HOUSE CAPACITY: Audience seating capacity is variable up to 135 depending on chair and table configuration. The configuration at set-up will include about 135 chairs. It is the GUEST's responsibility to rearrange seating as needed and put back into original configuration if a different layout or different number of chairs is desired. Fire Code capacity for the theatre is 200. The capacity for the room is 200 total, including patrons, cast and staff (GUEST and Tabard). If additional seating is needed a charge of \$25/hour will be added.

RESTROOMS: For the cast, there is a restroom in the basement (same floor as dressing rooms). Toilet paper and paper towels are provided. There are public men's/women's restrooms on the ground floor off a hallway shared with O'Flaherty's and Peggy Sue's.

DECORATIONS: Any signage, postings or decorations in and around the theatre property and their method of affixing must be pre-approved by the Guest Company Events Manager. No signs or decorations shall be taped, stapled or fixed to walls, windows, ceilings, courtyard, or anywhere on or near the premises, except as designated. Decorations must also meet City of San Jose Fire Codes, and only fabric that is flame-retardant may be used. Any helium balloons, if used, must be completely removed after the event. Absolutely NO glitter or confetti is allowed. The cost of any cleanup required by Tabard, including removal of signs, posters, notices or flyers, or any damage to theatre property will be deducted from the security deposit.

SOUND, LIGHTING: Tabard provides a professional technician for GUEST's event to run basic sound and stage lighting.

RESTRICTED ACCESS: Light and sound areas are “restricted” and may not be accessed without the Tabard On-Site personnel present or approval. The concessions/bar area is absolutely CLOSED to the GUEST COMPANY, per Tabard Theatre’s liquor license.

PARKING: The city-owned parking lot across the street is available for which Tabard Theatre will provide 2 hour parking validation on weekdays prior to 6pm or all night on weekdays after 6pm, and all day on weekends for GUEST and guests. Validation will not be available when the City institutes pre-pay parking at the garage for Sharks Games and other major events at SAP Center.

LOAD-IN/LOAD-OUT: Trucks used for load-in and load-out must use the loading zones on San Pedro Street or street parking on Almaden Ave.

EMERGENCY EXIT: The Emergency Exit Door is to be used only for emergency exit, not to be used by GUEST COMPANY or patrons as entrance or exit.

GUEST PROPERTY: Tabard Theatre has no lockable storage at the theater or facilities for valuables. Leaving equipment, props, etc. at Tabard Theatre is not recommended. Tabard is not responsible for GUEST’s lost property.

SET-UP AND CLEAN-UP: If Tabard staff should be needed or enlisted to help meet deadlines related to set-up or clean-up, a charge (\$75.00 per hour) will be added to final event invoice.

TRASH AND RECYCLING: Tabard will take out the trash and recycling, as part of rental agreement. NO garbage is to be left inside the theater by GUEST. GUEST that leaves excessive garbage behind will be charged at \$75.00 per hour.

PLEASE SEE **TECHNICAL RIDER** FOR FURTHER EVENT SET-UP AND BREAKDOWN DETAILS.

TOOLS, OFFICE SUPPLIES: Tabard Theatre does not provide tools, office supplies (clipboards, paper, pens, pencils), petty cash, cash boxes, etc.

PHONE, FAX: No phone or FAX is available at Tabard Theatre.

FIRST AID: If first-aid supplies are needed, please ask Tabard Theatre Party Coordinator or Tabard On-Site Staff member.

CANCELLATION: All deposits and payments are nonrefundable if any reserved dates are cancelled within 90 days prior to the event.

AUTHORIZED GUEST REPRESENTATIVE:

I understand and agree to the above terms:

Name: _____

Signature: _____

Date: _____