

When a HAPPY KIDZ BIRTHDAY PARTY Books at Window, over Phone or Online:

- 1) Make sure they wanted the Happy Kidz party for children turning 2, 3, 4 or 5 years old.
- 2) All parties 50 min on floor ,then 40 min table time = 1.5 hrs
- 3) All Weekend parties take place in Agoura Hills Happy Kidz Suite C and include kinder area, roller coasters, paper goods, medal for BD child.
- 4) All Weekday parties are available in AH or NP for \$195.00. Day/time TBD.
- 5) Price is \$265.00 for up to 12 children. Birthday child is FREE. \$12 per child after that (max 16).
- 6) We need an idea of how many children they are expecting.
1 – 16 children 2 coaches
- 7) Tell them every child and parent who attends needs a WAIVER. Child CANNOT participate without *ALL* info filled out & signed by their OWN parent.
- 8) Any age child can participate in the Party. Parents are allowed on the floor to assist children 3 and under to stay with the party.
- 9) Tell them the Birthday Party Director will be contacting them regarding party contract which must be signed and returned to ensure their booking.

*****MAKE SURE TO GO OVER ALL THIS INFO WITH PARENTS WHEN THEY BOOK PARTY OR CALL IMMEDIATELY IF BOOKED ONLINE*****

FOR OFFICE:

1. Book party in class manager. Be careful to choose Happy Kidz, time and date.
2. Take FULL payment. Print out receipt.
3. Fill out booking form and file into birthday book. Attach receipt.
4. Write party on calendar in purple sharpie.
5. Email info to Birthday Party Director immediately.