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## Birthday Party Package

**Base Package:** min 8 guests, \$25/guest

Celebrate and game with friends with our birthday party package!

### **What's Included:**

- 550 sq ft private party room "StarBase" rental for 1.5 hours
- \$12 in tokens in Legends Arcade "Token Loot Bag", per guest
- Pizza provided by a local pizza partner restaurant
- 1 soda/juice of choice per guest
- Large table to seat 10 people, folding tables available upon request to accommodate 18 seated at tables.
- Napkins and paper plates provided
- Bring your own sweets for celebrating

### **Level Up Add-Ons:**

- **Paper Invitations:** \$1.50/guest ([see invitations](#))
- **More Tokens:** \$5/guest, receive additional \$8 in tokens in each token bag
- **More Party Time:** \$8/guest, receive both other add-ons, as well as 30 additional minutes of StarBase rental
- **Another Large 2-Topping Pizza:** \$20
- **Speciality Pizza (Gluten Free or speciality):** \$25
- **Large Salad for 4:** \$15

### **When you can book this package:**

- **Saturday - Sunday:** 12pm - 9pm
- **Friday:** 3pm - 9pm
- **Monday - Thursday:** 3pm - 9pm (discounted to \$20/guest on weekdays off)

**How to book this package:** We take reservations by phone or email. To make your reservation, we require the 8 guest minimum payment (here is our [refund policy](#)). We suggest you pay for your final headcount at the time of your party's check-in,



unless your guest count is over 14 or if you have level-up additions.

**Note:** Children are required to be supervised at the arcade at all times, including during parties; therefore, supervising adults in attendance do not need to pay as a guest.

**Decorations & Damage Info:** No glitter or confetti decorations! If excessive cleaning is needed, we will charge you an additional \$25. You can hang decorations on the wall with painter's tape only. If any excessive cleaning is needed or damage is incurred, a fee of the exact cost of item may be applied to final bill.

## Arcade Exclusive Use Package

**Base Package:** min 30 guests, \$20/guest

Rent out the entire arcade and throw a legendary event! We can help you set the mood with the lighting and fun games. We can also explore facilitating mini tournaments for your group– let's get creative and have some fun!

### **What's Included:**

- Private access to entire arcade and StarBase party room for up to 3 hours
- \$12 in tokens in Legends Arcade "loot bag", per guest
- StarBase access includes: large table to seat 10 - 12 guests, additional folding tables available by request (most parties do not utilize this room, finding the arcade sufficient enough, but it is an available option during your event!)
- Freeplay Foosball and Bumper Pool

### **Level Up Package Add-Ons:**

- **More Tokens:** \$5/guest, receive additional \$8 in tokens in each token bag
- **Pizza & Soda:** \$5/guest, receive pizza and 1 non-alcoholic beverage/guest
- **Pizza & Beer:** \$8/guest, receive pizza and 1 alcoholic beverage (guests must show valid ID)



- Another Large 2-Topping Pizza: \$20
- Speciality Pizza (Gluten Free or speciality): \$25
- Large Salad for 4: \$15

**When you can book this package\*:**

- Saturday - Sunday: 9am - 12pm
- Monday - Friday: 9am - 3pm

*\* If you are looking for times to book outside of these windows, we may be able to accommodate your request at a premium rental charge.*

**How to book this package:** We take reservations by phone or email. To make your reservation, we require half of the 30 guest minimum payment (here is our [refund policy](#)). One week before your party, we will check-in about final preparations and invoice for the final half of the required guest minimum. We suggest you pay for any additional guests you may have at the time of check-in, but please give us a head's up if you know you'll have more than 30 guests so we can adequately prepare.

**Decorations & Damage Info:** No glitter or confetti decorations! If excessive cleaning is needed, we will charge you an additional \$25. You can hang decorations on the wall with painter's tape only. If any excessive cleaning is needed or damage is incurred, a fee of the exact cost of item may be applied to final bill.



## StarBase Party Room Rental Only

**Base Package:** min 5 people, \$50 per hour (2 hour minimum)

### **What's Included:**

This package is for people looking to have a private and unique rental space to hold meetings for 5 - 15 people. The StarBase party room is 550 sq ft with a large 10 person table, folding tables available upon request to accommodate 18 seated at tables.

### **Level Up Add-On:**

- **Food & Bev:** \$8/guest, receive pizza or snack, and 1 non-alcoholic beverage
- **Pizza & Beer:** \$12/guest, receive pizza or snack, and 1 alcoholic beverage
- **Another Large 2-Topping Pizza:** \$20
- **Speciality Pizza (Gluten Free or speciality):** \$25
- **Large Salad for 4:** \$15
- **BYOF (Bring Your Own Food fee):** \$25, if you plan to not have pizza but bring another meal

### **When you can book this package\*:**

- **Saturday - Sunday:** 12pm - 7pm
- **Monday - Thursday:** 9am - 7pm

*\*Note: When booking this package outside of arcade operating hours, the arcade will not be available for your guests.*

**How to book this package:** We take reservations by phone or email. To make your reservation, we require the 2-hour rental fee of \$100, plus tax (here is our [refund policy](#)). We also invoice you for all of your add-on's but payment due for any add-on's is due one week before your party's date.

**Decorations & Damage Info:** No glitter or confetti decorations! If excessive cleaning is needed, we will charge you an additional \$25. You can hang things on the wall with painter's tape. If any excessive cleaning is needed or damage is incurred, a fee of the exact cost of item may be applied to final bill.



## **Booking Contract**

Dear Party Host,

We are thrilled you've chosen to have your special event with us! We are committed to providing you with excellent customer service ensuring a smooth and enjoyable experience. In order to make your event the best it can be, we ask for your cooperation in observing our policies.

### **Important Information**

#### ***Check-In Time***

You can check-in 10 minutes early for your party at the Snack Bar. We are generally unable to accommodate an earlier check-in time.

The Arcade Attendant will ask for your final headcount and you'll settle up for your extra guests or any other additional add-on's you'd like to include. Then, we'll take you to the Starbase party room with a tray of loot bags pre-filled with the purchased amount of tokens, and a special door code to access the StarBase room. Our staff will welcome guests as they arrive, and give them access to the StarBase room and help orient them to the space. We ask that you distribute token bags directly to your guests, either in the party room or in the arcade, as you know your invite list best.

Should more guests arrive than you initially planned, simply notify the Arcade Attendant on shift, who can add more guests to your party and get you some additional token loot bags. The same per-guest fee will apply, and the additional amount must be paid immediately. No refunds will be given if fewer attendees come than planned, however, you'll still have the extra token loot bags purchased which can be distributed among other guests.



Based on the time of day, we may not be able to accommodate large numbers of additional guests, added the same day of the event. For this reason, we ask for as much notice as possible if you have a change in plans for your celebration.

### ***Access Code***

Each party will get their own unique code to lock the party door. This is to allow you to keep personal belongings, gifts and food/bev available only to your guests.

The door on Capital Avenue connected to the Party Room is **NOT** to be used for Party Hosts or Guests. Everyone must enter through the front lobby on State Ave.

### ***For Parties with Pizza & Beverages***

Typically we will take your pizza order at the time of check-in and it can be delivered within 30 minutes of your order time. If you'd like your pizza delivered sooner, we are happy to take your order 24 hours in advance to make that happen.

We recommend redeeming your drinks at the time of pizza delivery to avoid your guests' drinks getting lost in the arcade.

Paper plates, napkins and forks are available upon request for no extra charge.

### ***Bring Your Own Sweets***

You are welcome to bring in celebratory sweets like cake and cupcakes for no extra charge! You will need to bring all serving utensils for this.

### ***Want to bring your own food?***

If you don't want to serve our pizza option and want to bring your own meal food, we have a Bring Your Own Food fee for \$25. Small snacks like chips and candy do not apply for the BYOF fee.





## ***Decorations Policy***

We are all for you bringing your own decorations, but have a few important requests! Absolutely no glitter or confetti is allowed in the arcade or the Starbase party room. If glitter or confetti is used, we will charge a \$50 cleaning fee. You can hang decorations on the wall with painter's tape only. If paint is peeled from the tape adhesive, we will charge you a damage fee depending on the level of damage incurred.

## ***For Birthday Parties***

We recommend starting your party inside the party room so you can distribute tokens, drop off gifts, and get everyone's drink order. Then, go out and game! We recommend taking the last 45 minutes of your party to reconvene in the StarBase room to eat pizza, open gifts and have your sweets! We'll help you gather all of your party guests when it's time and we will alert you when you have 5 minutes left in the party to wrap up and get your things ready to go. We ask that you leave the StarBase room completely at the end of your scheduled party. If you are more than 5 minutes late in completely vacating the StarBase, we will enact a \$5/min charge. You and your guests are welcome to stay and play in the arcade, so long as it's at a time we're otherwise open to the public.

## ***For Exclusive Use Parties***

We want to help you make your big event unforgettable! We can help you set the mood of the lighting and fun games. We can also explore facilitating various team building activities like mini tournaments. When booking exclusive use parties, we will work closely with you to make your vision come to life as much as we can. Some customizing may incur additional charges, which we will detail with you along the way. We do take deposits for half the minimum guest requirement to reserve for Exclusive Use. Full payments are due 1 week prior to your event's date.



### ***Reserving Your Booking***

You can book an event over the phone or via email. In order to reserve a date and time for a Birthday Party package, payment must be made in full for at least the 8 guest minimum. We take deposits for Exclusive Use for half of the cost of the guest minimum. Starbase Only packages require the 2-hour room rental of \$100, plus tax.

### ***Refund Policy***

In the event that you need to cancel your booking, we first will offer that you reschedule your event for another time. If you will not be rescheduling, we offer the following refund policy:

- If canceled 30+ days prior to event: full refund, minus a \$25 cancellation fee
- If canceled 7-30 days prior to event: 50% refund
- If canceled 48 hours - 6 days prior to event: 25% refund
- If canceled fewer than 48 hours prior to event: No refund will be given

### **Code of Conduct**

#### ***Take care of the games & the space***

All party guests must treat the games respectfully, and play the games as intended. If any damage occurs due to irresponsible use during your scheduled party rental, you assume all responsibility for the cost of repair or replacement at the designation of a 3rd party assessor.

#### ***Children must be supervised***

All children must be supervised by an adult at all times. Children under 14 cannot be dropped off for private events unless another adult agrees to be their supervising adult. Supervising adults assume all responsibilities for the children they supervise, which includes being responsible for charges due to any damages incurred or significant clean-up needs.



We ask that children not run or yell/scream within the main arcade space as to not disrupt other customers. We know they are probably excited and maybe even hyped up on sugar, but please make sure to monitor your children and guests behaviors, particularly during times where your guests may share the arcade with the public.

If guests of your party are behaving in a manner that is deemed unsafe towards other people or equipment, such as but not limited to: throwing skee-balls, rocking machines back and forth, bullying or harassing others, banging machines, shouting, etc., Management may ask those guests to leave, or may cancel the party altogether. Should this happen, no refunds will be given.

### ***Recommended age for parties***

We recommend birthday parties be reserved for children 8 years old and older. While younger children are welcome, we find that this age can both appreciate arcade games as well as know how to play with care.

Children are required to be supervised at the arcade at all times, including during parties; therefore, supervising adults in attendance do not need to pay as a guest.

### ***Keep to the scheduled start/end times***

Please observe and respect the booking times of your party. You can check in 10 minutes early from the start of your scheduled time so that you can get acquainted with the space and start to settle in. We will work with you on a party schedule that will ensure your party guests get a full and fun experience. We will give you a 10 minute reminder when the party is almost over so that you can wrap-up. We ask that you, your guests, and belongings are completely out of the StarBase at your party's scheduled end time. If you stay in the room beyond your scheduled end time, we enact a \$5 a minute fee. This is to ensure that each party's scheduled time is protected. We hate to enact this stringent policy, so please make sure everything is concluded by your scheduled end time.



## **Special Terms**

Should the Party Host and Owners come to special terms for a booking, those specified terms will be in written confirmation.

## **Damage Deposits & Liability**

We may request a damage deposit of \$100 if your party involves materials that may cause damage to any items in the party room.

### ***A full deposit is returned if:***

- No damage occurred in the StarBase
- There is not a significant clean-up needed
- The StarBase was completely vacated at the scheduled end time

The same day of your party, we will assess if damage has occurred then charge your account.

## **Damage Liability Acknowledgement & Waiver**

All guests of the arcade and the StarBase party room must treat the games respectfully. This means no hitting, slamming, or banging on any part of the machine; no moving or tilting machines; no drawing, etching or creating any graffiti on any machines nor on any property within the arcade and party room; no putting stickers or other adhesives anywhere on machines and property; no pulling excessively or hanging on levers or joysticks; no intentionally jamming buttons, no manipulation of the token mechanisms, no unplugging or turning off/on games. If any damage is incurred during your scheduled party rental by one of your party guests (including supervising adults), you assume all responsibility for the cost of repair or replacement assessed by a 3rd party assessor.



By signing this contract, you are acknowledging that you've read, understood and will be accountable for these terms and conditions for your scheduled event.

**Party Host Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Party Package (highlight/circle one):**

Birthday Party

Arcade Exclusive Use

Table-Top Gamer Special

Party Room Only Rental

**Add-On's Selected:** \_\_\_\_\_

**Date & Time of Event:** \_\_\_\_\_

**Anticipated # of Guests:** \_\_\_\_\_

**Name of Guest of Honor (if any):** \_\_\_\_\_

**Special Requests/Notes:**

Received by Legends Arcade Staff Member: \_\_\_\_\_