

No Ice Cream, Food, or Drinks may be brought inside please

# PRIVATE PARTY GUEST LIST

\*\* Your Checklist\*\* Don't forget to bring:

1. Guest list \_\_\_\_\_ 2. Birthday Cake \_\_\_\_\_

Party Date: \_\_\_\_\_ "DO NOT ARRIVE EARLY," Party Time: \_\_\_\_\_

**Initial Fee \$229.95 1.5hr Includes up to 30 Party Participants**

**\$10.00 per guest, after the 30 guest that are included with your party**

Please list the names of the children invited to your child's party. PLEASE ADVISE THE STAFF BEFORE YOUR PARTY STARTS IF YOU WANT TO ADD A FEW UNLISTED GUESTS TO YOUR LIST AS THEY ARRIVE. If not they won't be allowed to enter the building. This guest list allows us to admit your party guest efficiently, and you the comfort of not paying for any "uninvited" guests.

**ADD-----DON'T ADD—Parent \_\_\_\_\_**

1. Birthday Child's Name \_\_\_\_\_  HERE Who is turning \_\_\_\_\_

2.	<input type="checkbox"/> HERE	17.	<input type="checkbox"/> HERE
3.	<input type="checkbox"/> HERE	18.	<input type="checkbox"/> HERE
4.	<input type="checkbox"/> HERE	19.	<input type="checkbox"/> HERE
5.	<input type="checkbox"/> HERE	20.	<input type="checkbox"/> HERE
6.	<input type="checkbox"/> HERE	21.	<input type="checkbox"/> HERE
7.	<input type="checkbox"/> HERE	22.	<input type="checkbox"/> HERE
8.	<input type="checkbox"/> HERE	23.	<input type="checkbox"/> HERE
9.	<input type="checkbox"/> HERE	24.	<input type="checkbox"/> HERE
10.	<input type="checkbox"/> HERE	25.	<input type="checkbox"/> HERE
11.	<input type="checkbox"/> HERE	26.	<input type="checkbox"/> HERE
12.	<input type="checkbox"/> HERE	27.	<input type="checkbox"/> HERE
13.	<input type="checkbox"/> HERE	28.	<input type="checkbox"/> HERE
14.	<input type="checkbox"/> HERE	29.	<input type="checkbox"/> HERE
15.	<input type="checkbox"/> HERE	30.	<input type="checkbox"/> HERE
16.	<input type="checkbox"/> HERE		

I \_\_\_\_\_ UNDERSTAND THAT THE BIRTHDAY PARTY PACKAGE I AM PURCHASING INCLUDES 30 GUESTS. I ALSO UNDERSTAND THAT I WILL BE CHARGED \$10.00 FOR EACH ADDITIONAL GUEST THAT ATTENDS.

31.	<input type="checkbox"/> HERE	36.	<input type="checkbox"/> HERE
32.	<input type="checkbox"/> HERE	37.	<input type="checkbox"/> HERE
33.	<input type="checkbox"/> HERE	38.	<input type="checkbox"/> HERE
34.	<input type="checkbox"/> HERE	39.	<input type="checkbox"/> HERE
35.	<input type="checkbox"/> HERE	40.	<input type="checkbox"/> HERE

**YOU CAN NOT BRING ICE CREAM, FOOD, AND DRINKS INSIDE PLEASE CAKE or CUPCAKES ONLY**

⊗ Non-skating parents & infants 3 and under, are the only free spectators. They will not get any items that are included in your party unless signed in. Infants must be in a baby carrier or stroller for safety please. ALL children ages 4-17 (skating or non-skating) will count as one guest! Any adults that wish to skate can pay regular admission at the front counter

**any question? CALL US at 223-3117**

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**Just Bring the Cake & Kids  
We'll Do all of the work!**

**\*IMPORTANT PRIVATE PARTY INFORMATION\***

**Check In**

**DO NOT ARRIVE EARLY.** Early set up is not possible or required, we have everything set up for you. Your Private party will start **AT YOUR SCHEDULED TIME**, it cannot start any "earlier." If you wish to have a longer event time, additional time can be purchased for \$70/ each additional 30 minutes. **Please don't bring in cake & supplies etc until you've already checked in.** When you enter the front door, first drop off your **completed** guest list. Remember, you or your guests cannot enter until we have the list. List only the names invited to your party (children that you agree to pay for if they attend). Any names not listed on your guest list will be responsible for paying their own admission fees. **ALL children 4-17 (skating or non-skating) will count as one guest.** Non-skating parents 18 & older and babies 3 and under are the only free spectators if they don't wish to participate, and if they are not on the list they won't receive any food etc that is included in your package. Generally, non-skating parents & adults are not listed on your guest list, if they wish to skate they may buy a ticket at the front ticket window. If this party is for an adult or company/organization, then all adults will be included in the guest count. All babies must be in a stroller or baby carrier for safety please. The parents of the birthday child badges are non-transferable and will allow birthday parents to get free skates (and not be counted as a party guest). We developed this check in system so you are not put in the position of paying for "uninvited" guests, and to cut down on confusion! All guests on your list that arrive will receive a special wristband upon check-in; which allows them to receive free regular skates along with all the food and items included in your package, and signifies them as a party guest.

**Food**

Drinks (pizza and ice cream if included in your party package) are usually served together about 45 minutes into the party. Whole pizzas, extra drinks, fried foods, and everything in our Snack Bar and Stuff Shop can also be added to the party tab and delivered to you.

**Remember, pizza is optional w/ Private parties, and it is best to eat cake and pizza together about 45 minutes into the party.** There is one place setting provided for each guest that arrives on your guest list (plate, napkin, cup, & spoon), if you need extra plates for adults you may bring your own or purchase them separately from us.

1. Please be ready for the birthday presentation (have your camera ready!)
2. Please note: **NO ICE CREAM, FOOD, OR DRINK MAY BE BROUGHT IN FROM OUTSIDE, OTHER THAN YOUR BIRTHDAY CAKE/CUPCAKES.** ALL cancellations and reschedules are subject to forfeit of your deposit.
3. **PLEASE MAKE SURE YOUR GUESTS KNOW WHAT TIME YOUR PARTY BEGINS & ENDS**
4. **PLEASE PAY YOUR PARTY BILL WHEN YOUR HOSTESS DELIVERS THE "CHECK".**
5. A game of Laser Tag may be added for \$5 each player, each game lasts about 20 minutes and can accommodate up to 12 players. The last game must start 30 minutes before the end of your party time.

If you have any questions or special needs, please advise your party specialist and they will assist you. We hope that your party will be very special and memorable at SKATE-AWAY USA of Greenwood, 864-223-3114 Ext 2

**Please circle an option whether we can add a few unlisted guests to your guest list**

**\* (circle one please) \* 1. ADD GUEST(s) or 2. DO NOT ADD GUEST**

If you circle add guest you cannot dispute any charges for extra guests

I have read and agree to all the details of my party (Please sign)X\_\_\_\_\_

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## Reservation Agreement and Helpful Reminders

In order to make your event at Skate Away the best experience it can be, we want to make sure we communicate to you everything that you need to know. We want to ensure that there are no misunderstandings regarding the services we are providing to you. We ask that you read this agreement, sign it, and bring it with you on the day of your party.

Your party reservation was secured with a non-refundable deposit. All deposits are non-refundable, but ARE transferrable, should you need to move your party to another date. Reschedules must be made with at least 2 weeks notice.

Please arrive 1 minute early to give our cashier your guest list. Our cashier must have your guest list [filled-out on the Skate Away Birthday Guest List form] in order to be able to check-in your guests. If you arrive with your list in any other format, you will be asked to re-write it on one of our forms. Please note that Skate Away's staff members are not permitted to complete your guest list for you, so please don't ask them to.

Our birthday party packages are priced for children. Our Private party packages include 30 guests. There will be an additional charge for each additional guest after the first 30. Please refer to the party flyer for the charge that applies to your package. You will only be charged based on the number of children that attend your party (not based on the number of names on your guest list). Adult parties will add all children and adults as guests. A final headcount will be taken before your bill is finalized. It will be cross-checked against the arrival count from the guest list. You will be given your bill to review and pay at your table time. Any "party extras" (food, novelties, etc.) will be added to your bill. Your original deposit will be deducted from your party total, before you are presented with your final balance due. We accept cash as well as debit and credit cards (cards additional 4%) for your final payment. We do NOT accept checks!

Please let the parents of your invited guests know that if they choose to bring along siblings between the ages of 4 and 17, they must pay the admission fee and skate rental fee (if skates are needed) in order to allow their uninvited children to enter. The only children (ages 4-17) allowed to enter the facility are those that are either on the guest list, or have paid the admission fee to enter. Non-skating parents or children (ages 3 & under) of invited guests are free spectators. If they decide to skate or participate, they must pay that day's admission charge and skate rental fee or sign in on your guest list. If this party is for an adult or company/organization, then all adults will be included in the guest count. Please remind your guests that socks are required to participate. Please be respectful of our policies.

We offer lockers for your personal items, to keep them secure. Lockers cost \$0.50 (2 quarters). We are not responsible for lost or stolen items.

All of our parties come with a Party Hostess to assist with set-up and clean-up. We gladly accept your themed plates, cups, and napkins, if you choose to bring them instead of using the paper products we provide. Your Hostess will set your table, prepare the food for your party, and plate your pizza/pour your drinks. When your table time is over, she will clean-up. Please note: Birthday cakes are not included in our party packages. Also, we do not allow any outside ice cream, food, or drinks, except for your cake or cupcakes, on the day of your party. Balloons are allowed on the tables and we ask that you please take them to your vehicle after your table time, so the strings don't get wrapped around the skate wheels. Please note that we do not allow any items to be hung on the walls.

I acknowledge that I have read this notice and understand its content.

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Party Parents Name and date

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Birthday Child's Name