

"Outside the Box" Preschool Event

20841 Ventura Blvd., Woodland Hills, CA 91364 (818) 348-PLAY registration@otbee.com

Name:
Phone Number:
Email:
Date of Event:
Time of Event:
Mobile Event: Y/N
Address of Special Event:
How Many Children:
Age Range of Children:
Drum Circle: Y/N Sensory Activities: Y/N
We must have easy/convenient parking for unloading and

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Service Agreement

"Outside the Box" agrees to:

- Show up on-time.
- Set up equipment for your special event timely.
- Provide equipment that has been sanitized and is ready for use.
- Pick up said equipment timely.
- To offer two (2) Outside the Box staff for your event.
- Deliver equipment to you in good condition.
- Supply accessory equipment for your event (i.e., drum sticks, tarps, etc.)
- Attend your event with with a positive attitude.
- Communicate openly, honestly, and effectively.
- Be professional at all times.
- Interact with the children in a constructive manner at all times.
- Deliver THE FUN!!!

"Client" agrees to:

- Complete paperwork thoroughly and timely.
- Submit payment promptly and on-time.
- Supervise the children at all times around the OTB equipment.
- Make sure children adhere to all rules pertaining to the be equipment.
- Communicate openly, honestly and effectively.
- Provide a convenient place to unload and load equipment.
- Let us know immediately if there is any damage to said equipment.
- Get signed Liability Waivers if applicable.



Outside the Box Preschool Event

Special Event Preschool Acknowledgement

I, ______ the undersigned, am a

representative of: ______ School, and have read and understand the terms of this service agreement between myself and "OUTSIDE THE BOX". I understand what is expected of me as a client and as the host of said special event. I understand and agree to the explanation of fees. I acknowledge the company's refunds policy in full. I understand and agree to the explanation of fees. I acknowledge the company's refunds policy in full.

Name

Dated

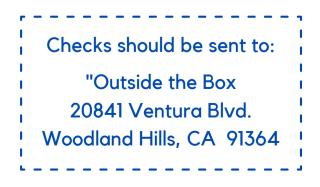


The Fees . . .

Drum Circle (1 Hour):	\$225
Sensory Event (1 Hour):	\$225
Combo Drums/Sensory (1 Hour)	\$350
Drum Circle (2 Hours):	\$350
Sensory Event (2Hours):	\$400
Combo Drums/Sensory (2 Hours)	\$550
Drum Circle (3 Hours):	\$550
Sensory Event (3 Hours):	\$600
Combo Drums/Sensory (3 Hours)	\$750

The Details. . . .

- For "combo-activities", two OTB Staff facilitators attend.
- We provide several drums, drum-sticks, and various musical instruments for drum circles.
- For Sensory events, the teacher and client will decide together whihc activities will be offered. Choices include: Paint, Wiggley-Worms, Kinetic Sand, Shredded Paper, Water-Beads, Clay, Coconut Dirt, Japanese Wooden Balls, Floam, Goop, etc. In most cases, the teacher will bring 4 5 different activities for the children to experience.
- Payment is collected in-full at the time of scheduling, or a 50% deposit will be taken. The balance is then due 14-days before the event.
- There are no refunds. If you cancel your event before your balance is due, you will receive 100% of your deposit back. If you cancel after the 14 days, you will receive 50% of you deposit back only.





Credit Card Authorization Form

Name of Card	holder:					
Credit Card N	umber:					
Card Type:	MasterCard	Visa	AMEX			
Expiration Date:						
Cardholder's 2	ZIP Code:					
Amount Being	Charged: \$					

By signing below, you are authorizing "Outside the Box" (Merchant) to charge the above recorded credit card for the agreed upon amount in USD currency for services rendered.

Cardholder's Name

Date