



# "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 loading.



# 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!!!
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## **"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.

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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 which 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 your deposit back only.

**Checks should be sent to:**

**"Outside the Box  
20841 Ventura Blvd.  
Woodland Hills, CA 91364**



# Credit Card Authorization Form

Name of Cardholder: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Card Type:      MasterCard      Visa      AMEX

Expiration Date: \_\_\_\_\_

Cardholder's 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