

### **Dublin Adoption Center** 4651 Gleason Drive Dublin, CA 94568

TEL (925) 230 - 1301 FAX (925) 479-9680

Oakland Adoption Center 8323 Baldwin Street Oakland, CA 94621

TAX (923) 419-900

# Birthday Parties at the East Bay SPCA!

The East Bay SPCA hosts birthday parties at either of our adoption center locations. Having your child's birthday at the East Bay SPCA provides a unique party experience that also supports the homeless animals in your community.

#### Birthday Parties include:

- Up to 16 child guests (including the birthday child and siblings)
- · Use of our classroom, including tables and chairs
- A behind the scenes tour of our adoption facility
- One shelter enrichment activity
- One animal themed activity
- Shelter animal meet and greets
- A small plush party favor for each guest, and token plush gift for the birthday child

#### Costs are:

RENTAL DETAILS:

- \$250 party fee paid in full at time of booking
- \$25/hour or any part of an hour late fee over the two hour party time

## Guest of Honor (name): \_\_\_\_\_ Guest of honor D.O.B. and Age (MM/DD/YY): Total guests expected: Adults \_\_\_\_\_ Children \_\_\_\_\_ Ages of children attending \_\_\_\_\_ Arrival and Departure Birthday parties are hosted within a two hour time slot. There is a 15 minute grace period before and after the party. Party hosts may arrive no earlier than 15 minutes before the party start time and must be out of the classroom no later than 15 minutes after the party end time. Failure to comply with these guidelines will result in a penalty fee of \$25/hour or any part of that hour. Birthday parties are offered at the following times on Saturdays & Sundays. Dublin: Saturday & Sunday: 10:00am-12:00pm or 2:00pm-4:00pm Oakland: Saturday & Sunday: 3:00pm-5:00pm #1 Date Requested: \_\_\_\_\_ 4651 Gleason Drive, Dublin 8323 Baldwin Street, Oakland Location (check): Party time (check): 10am - 12 pm 3pm - 5pm (Oakland only) 2pm - 4pm #2 Date Requested: \_\_\_\_\_ Location (check): 4651 Gleason Drive, Dublin 8323 Baldwin Street, Oakland 3pm - 5pm (Oakland only) Party time (check): 10am - 12pm 2pm - 4pm

Main contact person and information:	
Name: Home Pho	ne Number:
Cell Phone Number: E-mail:	
Mailing Address:	
RENTAL AGREEMENT  The undersigned in consideration of using the room(s) provided by the East Bay SPCA, agrees to indemnify and hold the East Bay SPCA harmless and release the East Bay SPCA, its officers, employees and agents from any and all liability for any injury to person or property arising out of or in any way connected with the use of its premises located at 4651 Gleason Drive, Dublin, California, or 8323 Baldwin Street, Oakland, California, including but not limited to any injury caused by simple negligence of the East Bay SPCA, its officers, employees and/or agents.	
Responsibility for the set up of furniture and equipment pri event is the responsibility of the EBSPCA staff.	or to the event and clean up following the
The undersigned warrants that the premises will be vacant at the time specified herein and will pay any expense incurred by the East Bay SPCA associated with any damage to the room and/or furniture.	
The undersigned understands the birthday party fee must be paid in full at time of booking. Refunds, less a \$25 administrative fee, will be granted for party cancellations made four weeks prior to the party date. Refunds will not be granted for cancellations made less than four weeks prior to the party date and the entire party fee of \$250 will be forfeited.	
The undersigned understands that the tardy arrival of party guests may result in less time for birthday party programming. Additionally the EBSPCA staff reserves the right to facilitate animal meet and greets as appropriate. The actions and conduct of the party guests will determine the selection of animal interaction in order to ensure the safest environment for both the guests and the shelter animals.	
I/we have read the above and sign this release and waiver	of all liability agreement.
Name (print):	
Signature:	_
Date:	
Additional Comments or Requests:	

Please email completed forms to <a href="mailto:birthdays@eastbayspca.org">birthdays@eastbayspca.org</a>, faxed to 925-479.9680, mailed or dropped off to either 8323 Baldwin Street, Oakland CA 94621 or 4651 Gleason Drive, Dublin CA 94568. Please call 925-230-1301 or e-mail <a href="mailto:education@eastbayspca.org">education@eastbayspca.org</a> to confirm receipt of form if you do not receive a response within 72 hours.