



The Wonderland Room

PARTY RENTAL AGREEMENT

ROME ART & COMMUNITY CENTER
308 WEST BLOOMFIELD STREET ROME, NEW YORK 13440
(315) 336-1040 FAX (315) 336-1090 Email: racc2@cnymail.com

This rental agreement is not valid until renter also completes the back of this form.

Desired Party Date: _____ Desired Party Time: _____

Renter's Name: _____

Party In Honor Of (Name): _____ Occasion: _____

Renter's Address: _____

City: _____ State: _____ Zip: _____ Phone: _____ Cell: _____

Email: _____ Number of Children Attending: _____ Number of Adults: _____

— PARTY PACKAGE CHOICES —

Basic Party \$150.00

Includes 2 hour rental, tables & chairs, party music, and clean up.
Guests Permitted: 20 Children & 10 Adults , For a Total of 25 Children: add \$12.00

Classic Party \$175.00

Includes everything from Basic package plus: Birthday Cake, cups, plates and napkins.
Number of Guests Included in Cost: 15 Children & 10 Adults
For a Total of 16-20 Children: add \$8.00, For a Total of 21-25 Children: add \$12.00

Deluxe Party \$225.00

Includes everything from Classic package plus: Centerpieces, balloons, and party favors.
Number of Guests Included in Cost: 15 Children & 10 Adults
For a Total of 16-25 Children: add \$12.00

Alice's Artful Birthday \$325.00

Includes 3 hour rental, Art Class with Instructor, tables, & chairs, table cloths, party music,
Juice, cups, napkins, plates, centerpieces, balloons, party favors, Birthday Cake,
a visit from Alice In Wonderland, and clean up.
Maximum Guests Permitted: 10 Children & 8 Adults

— EXTRAS —

Don't want to worry about the Food?
We Can Do All the Work For You!
Please circle food choices below.

Food Package 1 \$45.00

Includes 2 Large Cheese Pizzas, Choice of Cheese Curls or Chips, Ice Cream Sandwiches, Choice of Juice or Soda, and Water. Choose Hot Dogs instead of Pizza for no extra charge. **Serves 12.**

Need more food? Add \$2.00 for each additional person.

Food Package 2 \$75.00

Includes 3 Large Cheese Pizzas, Choice of Chips & Ice Cream Sandwiches or fresh-baked Cookie Platter, Juice or Soda, and Water. Choose Hot Dogs instead of Pizza for no extra charge. **Serves 24.**

To Serve up to 30 guests, add \$12.00
More than 30 people? Add \$2.00 for each additional person.

Tea Party Package \$60.00

Includes use of real tea cups & saucers, hot chocolate, juice, fancy table settings, fresh-baked Cookie Platter, and Tea Sandwiches. **Serves up to 30.**

Special Requests available at additional cost

— PARTY COLORS & BIRTHDAY CAKE OPTIONS —

Choose from the following party options— Not applicable for Child's Basic Birthday.

THEME COLOR CHOICE: RED BLUE GREEN YELLOW PINK BIRTHDAY PRINT

Chosen Colors will appear on napkins, plates, tablecloths, balloons, etc. Choose up to 2 colors to mix & match. Birthday Print is a variety of rainbow colors. Special theme requests at an additional cost.

CAKE OPTIONS: Flavors— Yellow Marble Chocolate Special Request: _____

Frosting— Whipped Buttercream Decorative Icing— Yellow Pink Blue Green

Message to Appear on Cake: _____

TOTAL AMOUNT DUE BY RENTER: \$ _____ **Date Paid:** _____ **Method of Payment:** _____

Renter's Signature: _____ **Today's Date:** _____

— SET UP SPECIFICATIONS —

Rome Art & Community Center will do everything possible to accommodate your special set up requests—
such as special activity areas, extra tables & chairs , spaces for games, gift table, etc.
Some items may not be available on the date of your party and some requests may not be possible.
Advanced notice of set-up is recommended to ensure your satisfaction.

_____ Food/ Buffet Table Required? _____ Gift Table Required? _____ Activity Table(s) Required? If so, how many: _____
_____ Dining Tables Required? If so, Large rectangle tables or Small card tables?: _____ how many: _____

Please use this space to describe your party plans and ideas, and also please describe your desired set-up for the room if possible:

WONDERLAND ROOM PARTY RENTAL RULES AND GUIDELINES:

Parties in The Wonderland Room may only be held during regular business hours: **Tuesday– Thursday 10am - 6pm, Friday 10am - 4pm, Saturday 10-2. Closed Sundays.** Renters and guests must remain on the 3rd floor until time of departure. There must be one (1) adult present for every ten (10) children. Children must be supervised at all times. Maximum time allowed for parties is two (2) hours unless otherwise noted. Any items left in the room after renter leaves will be discarded, please be sure you have all belongings before departure. Set up specifications and times should be discussed with RACC staff at least 2 weeks before rental date. Any special party arrangements must be approved by RACC staff before rental. Parties of more than 30 people must first be approved by RACC staff and additional charges may apply. Three week advance notice is required for all rentals, and payment in full is required to hold the reservation. **Rental Fees are non-refundable.** Renter may change rental date or time if at least two (2) weeks advance notice is given, however deposits are good for only 6 months from date of agreement. Rental Dates and Times are subject to availability.

RESPONSIBILITY AND SAFETY ISSUES: No more than 40 people may occupy The Wonderland Room at any one time. Renter is responsible for the behavior of party guests— including any damages incurred during their stay at Rome Art & Community Center. Renter and guests are expected to respect the property— excessive noise, running, vandalism, alcohol, smoking, open flames, and any type of unsafe behavior is not permitted. Anyone found disobeying these rules will be asked to leave the property. Many furnishings in the Center are antiques, please consider this during your stay at the Center. Clean up is included in the rental fee, however, the renter is expected to leave the room in the same general condition they found upon arrival.

My signature below certifies that I have **read, understand, and agree to** the above WONDERLAND ROOM PARTY RENTAL RULES AND GUIDELINES. I have also read, understand, and agree to the RESPONSIBILITY AND SAFETY ISSUES guidelines.

Renter’s Signature: _____ **Today’s Date:** _____

RACC Executive Director: _____ Signature _____
Please contact this person if you have any questions regarding this room rental. Office Hours Tues-Thurs 10-6, Fri 10-4 Sat 10-2.