



### Event Registration Form

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

Birthday Child Name \_\_\_\_\_

DOB \_\_\_\_\_ Age \_\_\_\_\_ Number of birthday guests \_\_\_\_\_

Event Date \_\_\_\_\_ Event Time \_\_\_\_\_

Event Location: (Circle One)      Home (Indoors)      Other

Name of Facility (if location other than home): \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Please use the form below to select desired birthday party theme package:

Item No.	Item Description	Unit Price	Qty.	Total
Payment Method:    ( ) Cashier's Check    ( ) Credit Card		<b>Customer Total (1)</b>		
Cardholder Name:		Non-Refundable Deposit <b>(Due Now) (2)</b>		<b>(\$100)</b>
Card #:		Additional Amount Paid <b>(3)</b>		
Expiration Date:		Amount Enclosed <b>(2+3)</b>		
Cardholder Signature:		Balance Due At Event* <b>(1-Amount Enclosed)</b>		

\*This amount does not apply to Custom Designed Party Packages. You will receive an invoice with your final balance.





## Event Registration Form

### Terms and Conditions, cont.

#### Event Location

Memorable Events & Co. will set-up the party at your home or other selected location. Please be sure that we have access to your event location at least 1 hour prior to your event. The time will be deducted from your party time should we have a late start due to our not being able to access the event location.

For the safety of all guests and the prevention of damage to the party supplies, all pets must be retained in a location away from the party area. Absolutely no pets are allowed.

You are asked to provide the following: Area spacious for setting up tables to seat your guests, and an area for crafts and games; Electrical outlets as determined in your written agreement for electronics, etc.; A safe, clean, and alcohol/smoke-free environment; Have at least one parent present per 8 children; An area for parents and unexpected guests who wish to stay. Memorable Events & Co. reserves the right to cancel the event should you fail to fulfill these requests.

#### Party Packages

All packages are designed for eight attendants(12, where applicable), including the birthday child. There is an additional fee for extra guests. **\*\*All guests must be confirmed at least one week prior to the event date.\*\***

You will be charged for the final RSVP headcount obtained prior to the party. No exceptions.

All packages cover the meals for the birthday child and the young birthday guests only. Adult food add-ons for your adult guests are available for an additional fee.

Memorable Events & Co. does not assume any liability or responsibility for damage, expense, or inconvenience, not for loss, injury, damage or death to any persons or property during any Memorable Events & Co. event, or in transit to or from the said event, or for any cause whatsoever due to delays, late arrivals, or cancellations due to weather.

Memorable Events & Co. reserves the right to substitute features of package for a feature of equal or greater value should the said feature become unavailable for your event.

#### Image Use In Business Materials

Memorable Events & Co. may, at their discretion, use a selection of images taken by the Event Designer of the details of Client's party. These images may include, but are not be limited to pictures of guest of honor, guests, as well as scene setting images of party (tabletop settings, cake, flowers, etc). Any images selected may be included in, but not limited to Event Designer's use in her marketing materials (brochures, website, portfolio, or any other presentation, printed or otherwise) where Event Designer feels Client's images can best represent to potential clients or the media, the quality and uniqueness of Consultant's services. Client will not be compensated for images used for business promotions. If requested not to be used, the Client's right to privacy will be honored and protected.

I have read and agree to all the requirements, terms, and conditions of Memorable Events & Co. and understand that I must submit a non-refundable \$100 deposit (will be deducted from my final costs) and all requested forms in order to reserve a valid event date.

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date

## Directions To The Party

Please write directions to the party below. They will be included in the invitation.

From North

- 1
- 2
- 3
- 4
- 5
- 6
- 7

From South

- 1
- 2
- 3
- 4
- 5
- 6
- 7

From East

- 1
- 2
- 3
- 4
- 5
- 6
- 7

From West

- 1
- 2
- 3
- 4
- 5
- 6
- 7

## Guest List for \_\_\_\_\_

No.	Guest Name	Address	City	State	Zip	Age	Boy or Girl	Size (S, M, L, XL)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								

\*List Birthday Child first. \*Be sure to include correct spelling of all guest names and addresses. Not responsible for returned invitations.