



29 N. San Pedro Street  
Suite 200  
San Jose, CA 95110

## BIRTHDAY PARTY APPLICATION

5663 Chambertin Drive  
San Jose, CA 95118  
408-979-0231  
www.tabardtheatre.org



Please fill out the following application to hold a Birthday Party with The Tabard Theatre Company at Theatre on San Pedro Square (Tabard).

GUEST: \_\_\_\_\_

GUEST Address, City, ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Event Contact Name: \_\_\_\_\_

Address, City, ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### EVENT INFORMATION:

Birthday Party is for: \_\_\_\_\_ Age: \_\_\_\_\_

Party Package (select one):  Let's Put On A Show  Ignite Your Talent  Dance Party  San Jose Idol

Date: \_\_\_\_\_ Arrival time: \_\_\_\_\_ Event start/end: \_\_\_\_\_ Est. attendance: \_\_\_\_\_

Is catering needed? \_\_\_\_\_ Will you offer a hosted bar? \_\_\_\_\_ *Beverage packages available.*

**EVENT PAYMENT:** Your event will be invoiced, per your agreement with Tabard's Guest Company Liaison. Basic Birthday Party Package (Let's Put On A Show; Ignite Your Talent; Dance Party or San Jose Idol) are \$425.00. 50% payment due when reservation is confirmed. Balance is due the day before your event.

Please make check payable to The Tabard Theatre Company.

### CREDIT CARD INFORMATION (50% charged now and balance charged the day before the event):

Check or credit card accepted. Deposits are forfeited for cancellations within 30 days of event.

Visa, M/C, AmEx, Discover (circle one) Credit card no.: \_\_\_\_\_ Security Code: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name on card: \_\_\_\_\_ Deposit Amount \$ \_\_\_\_\_

Cardholder Billing Address, City, ZIP: \_\_\_\_\_

Cardholder Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

OFFICE USE: App/Agr rec'd \_\_\_\_\_ Deposit & Rent rec'd \_\_\_\_\_ Ins. Cert. rec'd \_\_\_\_\_ Conf. letter sent \_\_\_\_\_

## TERMS OF AGREEMENT

**RESERVATION TERMS:** The reservation may not be confirmed until the following have been received by Tabard:

- 1) BIRTHDAY PARTY APPLICATION with signed Terms of Agreement
- 2) 50% of BIRTHDAY PARTY FEE, balance due the day before the event.

**Please send all items to:**  
The Tabard Theatre Company  
ATT: BIRTHDAY PARTIES  
5663 Chambertin Drive  
San Jose, CA 95118  
or email to [jeanie@tabardtheatre.org](mailto:jeanie@tabardtheatre.org)

**A reservation is confirmed only when the GUEST receives written notice of confirmation from The Tabard Theatre Company indicating that all necessary documentation has been received.**

**LIABILITY, INSURANCE & IDEMNIFICATION:** The GUEST agrees to assume full responsibility for the conduct of its participants and patrons. Any expenses incurred for damages caused by the GUEST, its participants or patrons, or outside contractor hired by the GUEST will be the responsibility of the GUEST. The GUEST shall indemnify and hold The Tabard Theatre Company at Theatre on San Pedro Square harmless from any and all claims and suits, damages or losses and expenses on account of injury to any party in connection with the event or resulting from damage or destruction of any property by the organization or any attendees of the event on the building's premises.

**EVENT TIMES:** Due to City ordinance, all birthday events must conclude by 11pm or sooner to allow time for clean-up and load-out no later than 12:00 am.

**BIRTHDAY PARTY PACKAGES:** Basic Birthday Party Package (Let's Put On A Show; Ignite Your Talent; Dance Party or San Jose Idol) are \$425.00 and include the following

- Up to 15 party guests (does not include adults or chaperones)
- Triple-decker chocolate birthday cake with candles
- Birthday crown or tiara for the guest of honor
- Unlimited soft drinks and water
- 2 to 4 games and/or activities appropriate for the age group of your party
- 2 to 3 Tabard staff members to cover party lead, technical support, and concessions area

### **BIRTHDAY PARTY PACKAGE DESCRIPTIONS:**

1. Let's Put On A Show! Kids (or kids-at-heart) come together to create their own theatrical production with lights, sound and costumes. Our Party Coordinator will help as much or as little, as you like, with your creation.

2. Ignite Your Talent Invite your guests to participate in a talent show on our stage, complete with lights, sound, and costumes.

3. Dance Party Our choreographer teaches your party two choreographed routines on the stage, followed by a medley of songs to bring out each child's inner dancer.

4. San Jose Idol Work with our talented team to select songs for your guests to perform on stage with a microphone and Karaoke music. Words to the songs will be provided. Add friends to be backup singers or dancers. Our Party Coordinator will emcee your event.

**ADDITIONS TO BIRTHDAY PARTY PACKAGES:** The following items and services can be provided to the GUEST at an additional charge and must be arranged prior to GUEST's event date:

- Additional party guests (\$17 per guest)
- Additional birthday cake for 15 party guests (\$35)
- Root beer floats (\$4 per person)
- Balloons (\$35 for 24 balloons)
- Balloon Artist for 15 people (\$100)
- Face Painting Artist for 15 (\$100)
- Lunch, dinner and/or appetizers (request catering menu from Guest Company Liaison)
- Hosted bar (for the "kids at heart" who are over 21; request beverage plan options)

**FOOD & BEVERAGE REQUIREMENT:** No food or beverage may be brought in from any outside source without prior written authorization from Tabard. This includes GUEST bringing in beverages purchased from neighboring establishments.

**BAR/CONCESSIONS:** A no-host beer, wine, soft drinks and concessions bar is provided and staffed by TOSPS, available before and during events. A hosted concessions bar may be arranged with the Guest Company Liaison.

**CATERING AND EVENT PLANNING:** Catering for your event is available at a reasonable rate. Please ask Guest Company Liaison for details.

**DECORATIONS:** The GUEST decorations must be completed prior to event start time; there is no painting or construction allowed anywhere in or around the theatre. Should the theatre not be returned to Tabard in the same look and condition in which it was rented, the GUEST will be charged \$75.00 per hour clean-up fee.

Any signage, postings or decorations in and around the theatre property and their method of affixing must be pre-approved by TOSPS staff. No signs or decorations shall be taped, stapled or fixed to walls, windows, ceilings, courtyard, or anywhere on or near the premises, except as designated. Decorations must also meet City of San Jose Fire Codes, and only fabric that is flame-retardant may be used. Any helium balloons, if used, must be completely removed after the event. Absolutely NO glitter or confetti is allowed. The cost of any cleanup required by Tabard, including removal of signs, posters, notices or flyers, or any damage to theatre property will be charged to the GUEST at the hourly rate mentioned above.

**SOUND, LIGHTING:** Tabard provides a professional technician for GUEST's event to run basic sound and stage lighting.

**RESTRICTED ACCESS:** Light and sound areas are "restricted" and may not be accessed without TOSPS personnel present or approval. Due to legal restrictions, the concessions/bar area is absolutely CLOSED to the GUEST.

**PARKING:** The lot adjacent to the theatre is a privately-owned pay-parking lot; vehicles that do not have a pre-paid tag on their dashboards will be towed by the lot owners (not affiliated with Tabard). City-owned parking lot across the street is available and Tabard will provide parking validation for event attendees.

**LOAD-IN/LOAD-OUT:** Trucks or cars used for load-in and load-out of GUEST event must use the loading zones on San Pedro Street; no trucks or cars are allowed in the parking lot adjacent to the theatre.

**EMERGENCY EXIT:** The Emergency Exit Door is to be used only for emergency exit, not to be used by GUEST or attendees as entrance or exit, but may be used for load-in or load-out.

**RESTROOMS:** There are public men's/women's restrooms on the ground floor off a hallway shared with O'Flaherty's and Peggy Sue's.

**TOOLS, OFFICE SUPPLIES:** TOSPS does not provide tools, office supplies (clipboards, paper, pens, pencils), petty cash, cash boxes, etc.

**PHONE, FAX:** No phone or FAX is available onsite for GUEST use.

**FIRST AID:** Tabard has basic first aid supplies at the concessions bar.

**CANCELLATION:** All deposits and payments are nonrefundable if any reserved dates are cancelled within 30 days prior to the event.

**AUTHORIZED GUEST REPRESENTATIVE:**

*I understand and agree to the above terms:*

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_