



Thank you for choosing to have your party at TEAMWORKS. Teamworks would love for you to have an amazing party experience. In order to better assist you with the preparation of your party PLEASE READ ALL THIS INFORMATION!

All you need to bring are the Kids, Candles and Cake!

PREPARING FOR YOUR PARTY:

PARTY PACKAGE INFORMATION: For information on each of our party packages, please visit our main Birthday Party webpage.

Note: The minimum/maximum child depends on the party package you have selected (this includes the birthday child). Each additional child is \$15 for non-member parties and \$10 for member parties. A PARTICIPANT is defined as any child ages 2 years and up that is active on the field and has a place setting in party room with a slice of pizza, bag of chips, and goody bag item. Each additional child is an additional price.

\$\$ Save money on your party \$\$ Get an online Teamworks Youth Membership for \$15

*Field size, surface, and location are subject to building availability

BIRTHDAY INVITATIONS: We offer three different Teamworks-branded invitation options.

1) **DIGITAL INVITATION:** Our digital invitation is a great option if you have the email addresses of your party guests. We've partnered with PunchBowl.com, so you can easily send invites and track RSVPs right from your computer or smartphone. A link to the digital invitation is available on our main Birthday Party webpage.

2) **PRINTABLE INVITATION:** Our printable invitation is a quick and easy way to access our birthday invitations from home. A link to the printable invitation is available on our main Birthday Party webpage.

3) **POSTCARD INVITATION:** Our postcard option is good if you plan to hand out or mail the invitations. If you would like the postcard invites, you may pick them up at Teamworks.

RSVPS: Please have all RSVP's 5 days prior to your party date. Teamworks will call to confirm the number of participants and any other necessary information a few days before your party. It is important that Teamworks receives an accurate head count to ensure our kitchen will prepare enough food for your party. RSVP's can be changed within the first 15 minutes of party time. Any change in your head count must be placed with a front desk staff. Once the 15 minute time has expired, Teamworks may not be able to adjust the head count. ****The number of participants per package DOES include the birthday child. ****

RELEASE/WAIVER FORMS: Teamworks provides a RELEASE FORM on every invitation. These must be filled out by each participant's parent/guardian, and returned on the day of the party. Failure to return this may result in the child not being able to participate.

FOOD OPTIONS: Customers can order extra pizzas and beverages for other guests attending the party. Teamworks would like customers to order additional pizzas and beverages during the confirmation call. However, Teamworks can accept additional food and beverage orders within the first 15 minutes of the party. Any food or beverage orders after the 15 minutes expire may not be accepted. Note: No outside food is permitted other than cake and dessert items.

CAKE & CANDLES: Parents are responsible for the cake AND candles

ALLERGIES: Please notify Teamworks during your confirmation call if any person's with allergies will be attending your party. Teamworks may be able to help with special arrangements for any children with allergies to food products.



DAY OF THE PARTY:

ARRIVAL: Arrange to arrive 10 minutes before the start of your party. Your party room may not be available upon arrival due to previous bookings. Check-in at the front desk at arrival so that we can direct you to the proper area. Teamworks will provide a shelf for your belongings if the party room is unavailable during your "check-in".

RESPONSIBLE ADULT: A responsible adult must be with the party during all activities.

DECORATIONS: Teamworks does provide all the paper good and products for your party including – Blue Table Cloth, White Plates, Napkins, Cake Boats, and Clear Plastic Cups. If you would like to personalize your own Birthday experience with you own table clothes, cups, napkins please let a Teamworks staff know during your confirmation call. Balloons are welcomed as long as they are weighted and stay in party room level/upstairs lobby area. Any other decoration questions please call in advanced 508-351-9800.

GAME OPTIONS FOR TIGERS AND ULTIMATE TIGERS: A link to our Game Options is available on our main Birthday Party webpage

ULTIMATE TURF WARS AND TURF WARS PARTY INCLUDES: Teamworks will provide each party goer with NERF equipment. Each party guest will be supplied with: NERF Blaster gun, Safety goggles (Glasses may be worn in lieu of the safety goggles, wear own glasses at participants own risk) Dart ammunition (6 Darts Per gun –reload during game) Ammo Vest for Birthday Child only

No outside NERF equipment can be brought in to use during party unless approved with management upon party reservation.

ULTIMATE TURF WARS AND TURF WARS PARTY INCLUDES: 1 hour of game time (field/court size & location subject to building availability)

10 minutes – Chaos – Everyone for themselves – Get used to the equipment/Target Practice

45 minutes – Organized Games - Capture the Flag, Revenge, and more

5 minutes – Regroup & Reload (Clean up darts/ obstacles)

NERF EQUIPMENT: Birthday Party Customer may incur additional fees to total party cost if Teamworks staff notices any gross misconduct or negligence of Nerf equipment or obstacles by party participant(s) that result in damages. Birthday Party Customer will be expected to pay for damages before they leave.

PAYMENT: Teamworks will invoice customers based on the RSVP number given during the confirmation call. Upon completion of your party, you will be presented an invoice with the balance due. This will have the complete total with the adjusted number of guests if given during the first 15 minutes of the party, as well as any additional items ordered. Customers are responsible to pay the outstanding balance at the front desk.

GRATUITY: Teamworks instructors work hard to ensure your child has a great time. Gratuity to your instructor(s) is greatly appreciated!!!

PARTY PACKAGE CHANGES & RESCHEDULING: Due to the booking schedule day to day, Teamworks is not able to change your party package once it is booked. There will be a \$50 fee attached for any reschedules made.

THANK YOU AGAIN FOR CHOOSING TEAMWORKS FOR YOUR CHILD'S SPECIAL DAY! IF YOU HAVE ANY QUESTIONS, DON'T HESITATE TO CONTACT US AT 508.351.9800.