

Your *ShadowLand* Birthday Party

Cancellation Policy: You can transfer your deposit to a new date or get a refund of your deposit up to 14 days before your event. (Refunds are subject to a \$5 processing fee)

Prior to the event, send your invitations and player forms for the participants to fill out. Have everyone choose an “alias” (for example, “Spiderman”, “Shadow Master”) and write it at the top of their form.

1. Arrive at the “arrival time” indicated in your confirmation email. You’ll be able to use the room for two hours from your scheduled start time. Feel free to bring along food to the party or order pizza on your ShadowLand Party Planner. We supply plates, napkins, forks and cups if you need them.
2. Your Birthday Party Sponsor (ShadowLand staff member) will help make your event run smoothly. When you arrive, notify the staff at the front counter. Your sponsor will come to greet you and show you to your event room.
3. Pass on your completed player forms to the sponsor and they’ll log you into your adventure. Your sponsor will sign your group into the same adventure and bring you your entry tickets (one for each participant). **Your party will normally play with other parties and public.** Depending on the children’s arrival, the first adventure normally starts 20 min after the scheduled start time of the party.
4. Options 1 and 2 have a 9-person minimum charge. To qualify for the Option 2 discount, you need 15 players. We will supply drinks, a present for the birthday person, paper products and a party sponsor. Adults playing in an adventure are charged the same as child participants.
5. During the adventure, parents are welcome to sit in on the briefing to hear how the equipment works and the details of the adventure. Parents are also welcome to accompany children into the vesting room and stand quietly in the designated spot in the arena for several minutes during the adventure. We kindly request that *no more than 3 non-playing chaperones* be in the arena during an adventure and that parents do not “wander” in the arena.
6. While the kids are playing in their adventure, your sponsor will provide cups, plates, forks and napkins.
7. Shortly after the adventure, participants will receive a scorecard detailing how they’ve done. If pizza comes with your package, it should arrive approximately 10min before the first adventure ends.
8. During your meal, your sponsor will not normally serve food or drinks, but would be happy to do so if you request extra help. Depending on the size of your party and the other parties scheduled, the start of the second adventure will be about 12-15 minutes after the end of your first adventure. Candy bags (if purchased) and the birthday child’s present will be brought out at the end.
9. **We prohibit the use of Trick Candles, Silly String, Confetti, Piñatas, and Water Pistols at ShadowLand Laser Adventures.**
10. Cake, candles and a knife to cut the cake are not provided by ShadowLand. ShadowLand has a small arcade with machines that cost about \$0.50 per play (Springfield/Alexandria – tokens only). Some parties have time available for using the arcade.
11. At the end of your meal (or during the 2nd adventure), we’d encourage you to pay the balance of your package. (This is usually the quietest time for the chaperone!)
12. ShadowLand has multiple parties on weekends and school holidays. We will work to keep your party on schedule and would appreciate it if you could keep in mind the 2-hour time slot allocated to your party.
13. **The typical schedule for a party with 2 adventures is:**
 - first 20 min - Arrive/Sign in; 20-45min- first adventure;**
 - 45-65min - Eat snacks or pizzas; 65-95min- second adventure**
 - 95-120min -serve cake, sing “Happy Birthday”, presents**

IF PARTIES GROW IN NUMBER BEYOND ORIGINALLY ANTICIPATED OR OVER 20, PLEASE CALL US AHEAD OF TIME TO CONFIRM WE CAN ACCOMMODATE THIS INCREASE. IF YOU ARRIVE WITH A LARGER GROUP THAN YOU BOOKED FOR, YOUR PARTY MAY BE DELAYED IN THE START AND END TIMES OF THE PARTY. WE WILL WORK TO KEEP YOUR EVENT TO ITS ORIGINAL LENGTH OF TIME.

Visit us at
www.ShadowlandAdventures.com