

Your *ShadowLand* Birthday Party

You will be able to print the invitations and player waiver forms from our web site to mail out. Invitations can be mailed, after printing, fold in half and then in half again. Secure with tape and mail. No STAPLES as the Post Office will not accept. If you are using your own invitations, Please download the player waiver form and include with your Invitation.

Parents signature for all participants is required. Suggested minimum age for all participants is 6 years of age.

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 5 min. early to settle into your room. You'll be able to use the room for 2 hours from your scheduled start time. Feel free to bring along food to the party. We supply plates, napkins, forks and cups if you need them.
2. **We prohibit the use of Trick Candles, Silly String, Confetti, Piñatas & Water Pistols at ShadowLand.**
3. Your 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 events room.
4. Pass on your completed player forms to the Sponsor and they'll log you into your Adventure. The Sponsor will sign your group into the same Adventure and notify the players of the parties when it's time to go in for the 1st Adventure. **Your party will normally play with other parties and public.** Depending on the children's arrival, the first Adventure normally starts 15-20 min after the scheduled start time of the party.
5. 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, T-shirt for the birthday person, paper products and a party sponsor. Adults playing in an adventure are charged the same as child participants.
6. During the briefing on the adventure, parents are welcome to sit in 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 corner of 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.
7. While the kids are playing in their Adventure, your sponsor will set your room with cups, plates, and napkins.
8. Shortly after the Adventure, participants will receive a scorecard detailing how they've done. If pizza comes with your package, it should arrive at the Center approx. 10min before the first Adventure ends.
9. During your meal, your Sponsor will not normally serve food or drinks, but would be happy to do so if you request. Depending on the size of your party and the other parties scheduled, the start of the 2nd Adventure will be 15-20 min. after the end of your 1st Adventure. Candy bags (if purchased) and a T-shirt will be brought out at the end.
10. Cake, candles and a knife to cut the cake are not provided by ShadowLand. ShadowLand has a small arcade with machines that accepts quarters (most games \$0.50), 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, A 15-MIN DELAY TO START YOUR FIRST ADVENTURE MAY OCCUR. WE WILL WORK TO KEEP YOUR EVENT TO ITS ORIGINAL LENGTH OF TIME