

Center for Puppetry Arts Members-Only Birthday Parties

HERE'S HOW IT WORKS!

HOW TO RESERVE YOUR PARTY

- You must be a Center Member at the Family level (\$75) or above. If you are not a current Member at that level, you may join or upgrade when reserving your party.
- Parties are available on weekends only. Please make your reservations at least 4 weeks in advance – space is limited and dates fill up quickly.
 - Saturday: 11am, 1pm & 3pm show times*
 - Sunday: 1pm & 3pm show times*

*other show times will be added when 2 shows are playing simultaneously
- **Deposit is due at time of booking in order to reserve party:**
 - \$75 Harlequin Hall room rental fee
 - \$72 Minimum 10 ticket purchase (every ticket is \$8 with every 10th ticket free)
 - \$75 Membership fee (if you are not already a Member at the Family level)
- Once payment has been made, we cannot issue refunds, however, the party date can be changed and rain checks will be issued for unused tickets.

TIPS FOR PLANNING YOUR PARTY

- **EVERY person attending the show MUST have a ticket** (including both adults and children ages 2+)
- **Tickets MUST be reserved and paid for in advance.** This guarantees that your group will be seated together. If tickets are added the day of the party, those guests are not guaranteed seating with the birthday group.
- Birthday groups receive Priority Seating, which is directly behind the Members-only Seating in the front of the theater. ***NOTE: When there is more than 1 party per show, groups will be seated behind each other.**
- Cake, refreshments, party supplies and decorations are not provided by the Center.
- Papa John's Pizza delivers right to the Center for lunch! Call 404.872.5252 and ask about the Center's Birthday special.
- **A MAXIMUM of 40 people** (including babies) is permitted in each party room. If available, an adjoining room may be rented for an additional \$75 per 45 minute time period.
- **Parties expecting groups of more than 80 guests are required to rent all three Harlequin Hall rooms for double the time of a regular party. This allows for up to one hour for set-up and one hour for the party and clean-up. The cost is \$450 and must be paid at time of booking.**
- You will have a minimum of 15 minutes to set up and decorate the room prior to the party. Earlier set-up times may be available depending on the number of parties scheduled per day. Please check with the Birthday Coordinator regarding availability. Otherwise, it will be necessary to have an adult stay in the room to set up during the show.
- **Each party group is given 45 minutes in the party room.** Please make sure your party ends promptly so the room can be prepared for the next group. If available, additional time may be added for \$75 per 45 minutes.
- If including a Create-A-Puppet Workshop, plan for the activity to last 30 minutes. Please be prepared to leave the workshop room promptly so it can be prepared for the next group.
- Limited FREE parking is available in the Center's parking lot.
- For directions to the Center, go to www.puppet.org/about/directions.shtml
- The Center is handicapped-accessible, including a ramp leading up the entrance and an elevator that accesses all three floors inside the building. However, both theaters have stairs, so patrons in wheelchairs will be seated in front of Member Seating.