



Please email, mail or deliver all release forms, payment information & checks (made payable to CAP) to:

ATTN: Ana Rodriguez, Humane Education Coordinator
arodriguez@cap4pets.org fax 281-497-1537
Citizens for Animal Protection
17555 Katy Freeway, Houston, TX 77094

For Official Use only.

Date: _____

Payment type: _____

CAP Staff Initials: _____

Birthday Party Reservation and Usage

Birthday Child's Name: _____ Age: _____ Sex: _____
Contact's Name: _____ Cell Phone number (required): _____
Contact's Address (required): _____ City: _____ Zip: _____
Number of Guests: _____ (Children Ages 6 —12 years) _____ (Adults) _____
E-mail address (required): _____
Scheduled date/time for usage: _____
Special Notes: _____

- * Your reservation fee covers up to twenty children, **ages six years and up**. Each additional child in attendance is \$10 per child due at the time of the party.
- * We do not allow you to tape, pin, tack or nail anything on the walls. If you need to display something, please let a CAP staff person know and we will do our best to help you.
- * If you wish to decorate for the party using your own décor, please let us know before the date of the party. A staff member will be available 1/2 hour prior to your scheduled timeslot to assist you.
- * Please do not cover up or remove any CAP signs or advertisements.
- * **Children must be accompanied by an adult at all times.** You must have at least 1 adult chaperone per 4 children in attendance.
- * Our children's activities are designed for kids age 6 and up. Any child under the age of six brought to the CAP shelter must be accompanied by an adult chaperone at ALL times and will not be supervised by CAP staff.
- * Please dispose of all food and wrapping paper in the provided trash cans.
- * We ask you to remove all decorations you wish to keep. Anything left will be disposed of by our staff.
- * We cannot monitor any children or other party guests that choose to visit other parts of the shelter outside of the CAP Education Center.
- * Refunds for birthday parties are issued only if the party is cancelled in writing (by fax or email) at least 14 days prior to the scheduled date, minus a \$25.00 administrative fee.
- * Please leave any CAP equipment and/or supplies used on the kitchen counter, or in the kitchen area.
- * Any damages to the CAP property are the sole responsibility of the contact person for this group.
- * **All parents and adult chaperones must complete a birthday party release form to attend.**
- * Payment of \$250.00 is due at the time of reservation. Reservations are accepted on a first-come, first-served basis, and space is limited. **Reservations for a particular date & time are not guaranteed until confirmed by CAP staff via email when paid in full.**
- * These rules apply to every group or individual using this room, including CAP staff and volunteers.

I understand the rules for using the CAP Education Center at the CAP Animal Shelter & Pet Adoption Center and will ensure that all guidelines are followed so that no additional charges or damages are incurred.

SIGNATURE _____

DATE _____

Payment type: _____ Card # _____ Exp. _____

THANK YOU! All proceeds from the rental of the CAP Education Center directly benefit the care of homeless pets currently seeking a home at the CAP Animal Shelter & Pet Adoption Center. 2/28/2018 AR