



# Sugar Creek Baptist Church Playscape Party Registration

Sugar Creek Members \$90 | Non-members \$135

*Parties may be scheduled for children 10 years of age (at time of party) and younger.*

**Registration form and party fees will be accepted four months before the requested party month.**

PLEASE PRINT

Today's date: \_\_\_\_\_ Have you ever had a party at the Playscape?  yes  no  
 Child's Name: \_\_\_\_\_ Age: \_\_\_\_ DOB \_\_\_\_\_  Female  Male  
 Parent's Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Best phone number to reach you : \_\_\_\_\_ or \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Number of children (**maximum 30**): \_\_\_\_\_ Number of adults supervising (1 per 5 children): \_\_\_\_\_  
 What church does your family attend: \_\_\_\_\_

## **Date and Time of Party**

**Date - 1st choice:** \_\_\_\_\_

Time:

- Friday  4:00 - 6:00 p.m.  
 Saturday  10:00 a.m. - 12:00 p.m.  
 12:30 p.m. - 2:30 p.m.  
 3:00 p.m. - 5:00 p.m.

**Date - 2nd choice :** \_\_\_\_\_

Time:

- Friday  4:00 - 6:00 p.m.  
 Saturday  10:00 a.m. - 12:00 p.m.  
 12:30 p.m. - 2:30 p.m.  
 3:00 p.m. - 5:00 p.m.

### **To reserve a party:**

1. Complete registration form
2. Two separate checks - party fee (\$90 member or \$135 non-member) and \$200 deposit.
3. Bring or mail form and payment to the church office:  
 Sugar Creek Baptist Church  
 13333 Southwest Frwy, Suite 200  
 Sugar Land, TX 77478  
 Church office hours:  
 Mon. - Fri. | 8:30 AM - 4:30 PM

***I have read and understand the Playscape Party guidelines and agree to comply with the rules and regulations.*** I also understand that unless a cancellation notice is given two weeks prior to the party, the party fee will not be refunded.



\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***Reservations are not taken over the phone or by email. Parties are reserved in the order the registration form and party payment are received. If the requested date is available, your party will be reserved, but not approved until 60 days before the party. You will receive a confirmation email as soon as the party date has been approved.***

**To check an available party date or more information please contact: Felicia at [fowen@sugarcreek.net](mailto:fowen@sugarcreek.net)**

**Office use only:** Church Member:  yes \$90  no \$135 Date received \_\_\_\_\_

Party fee:  Cash  Check # \_\_\_\_\_

Deposit:  Check # \_\_\_\_\_ Date Returned: \_\_\_\_\_

Date party confirmed: \_\_\_\_\_

## Sugar Creek Baptist Church Playscape Party Guidelines

The seating area outside the Creekside Café and the Playscape in Sugar Creek Baptist Church Family Center may be used for private birthday parties, according to the following policies:

- All scheduling is subject to availability of facilities as determined by the church calendar. **A party registration request form and party fees may be submitted to the Children's Ministry office not more than four months before the requested party month. This will reserve your requested date until 60 days before the party and it will then go through the approval and scheduling process. An email confirmation will be sent to the parent as soon as the day and time of the requested party has been approved. Please do not assume your party is scheduled and approved until receiving the confirmation email.**
- **Reservations are not taken over the phone or by email. Parties are reserved in the order received in the Children's Ministry office.** Sugar Creek Baptist has the right to reschedule any party due to unavoidable scheduling conflict.  
Available party times:  
Friday: 4:00 – 6:00 pm  
Saturday: 10:00 am – 12:00 pm | 12:30 pm – 2:30 pm | 3:00 – 5:00 pm
- **Parties may be scheduled for a time period not to exceed two hours including set-up and clean-up.** Failure to adhere to assigned time periods may result in forfeiture of deposit. Families are welcome to arrive 15 minutes before their scheduled party time. There are NO exceptions.
- There will be a charge of \$90 per party for members of Sugar Creek Baptist and \$135 for non-members, payable at the time of scheduling. This charge is not refundable unless a cancellation notice of two weeks has been given. **The party fee will be deposited as soon as your party has been approved and a confirmation email has been sent to you.**
- Sugar Creek Baptist Church will require a refundable damages deposit of \$200 at the time of scheduling. This will not be deposited and will be returned to the family if there are no damages to the Sugar Creek property requiring repair.
- Only one party time per child is permitted. Also, **not more than one family is permitted to schedule the same Playscape party time.** Please no multiple family parties - one party time per family.
- Parties may be scheduled for children 10 years of age (at time of party) and younger.
- **Families are asked to use the seating area outside the Creekside Café and indoor Playscape areas only. With the exception of the "Main Street" entry area, other areas of the Church should be considered off-limits to party participants.**
- Sugar Creek will provide two 8ft serving tables along with tables and chairs for the maximum of 30 children.
- The host family will provide the food and/or refreshments for the party. A refrigerator is not available for use.
- The host family will provide decorations as desired with the exception of **helium filled balloons, piñatas (hanging) and confetti. Decorations may not be hung on the walls or from the ceiling.**
- An event coordinator employed by Sugar Creek is required for every party. This coordinator must be present but will not plan or supervise the party. The role of the event coordinator is to serve as a liaison between the host family and the Sugar Creek staff. The coordinator will ensure that all facilities needs are met for the family. **The coordinator will have the right to ask that any dangerous or questionable activities be stopped. Failure to cooperate with the event coordinator will result in cancellation of the party and forfeiture of the damages deposit.**
- Parents are responsible for the supervision of children during the party in and out of the Playscape. **A minimum of one adult for every five children is required.**
- No Alcohol or tobacco permitted on the property.
- **For your party invitations and for any delivery (pizza, etc), please use this address:**  
Sugar Creek Baptist Church Family Center | 13223 A Southwest Freeway | Sugar Land, TX 77478  
Please email Felicia at fowen@sugarcreek.net if you have any additional questions.