



# SPECIAL EVENT

## REGISTRATION FORM

**EVENT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

The following form must be completed **at least 48 hours** prior to an event in order to register. After 48 hours, please call (516) 349-1140 for availability. **Please note that this a request ONLY. Space for special events is limited and cannot be guaranteed.** An employee will contact you within 24 hours to confirm your reservation and submit payment.

By submitting this form, **you agree** to the following Once Upon a Treetop, Inc terms and conditions:

1. All special events must be paid for at the time of confirmation. Payment is non-refundable and non-transferable as planning and ordering is done in advance.
2. All events include open play after the scheduled time of event unless otherwise noted in event description.
3. All children and adults are required to wear socks in our facility. No shoes will be permitted in play areas.
4. Once Upon a Treetop, Inc. reserves the right to take photographs during the events. Please note that we use these pictures for internal advertising (our emails, website, Facebook, and Instagram, etc.). They will never be sold or include names.
5. Please complete form and email to [info@onceuponatreetop.com](mailto:info@onceuponatreetop.com).

First and last names of children you are registering:	Age	Allergies/Special Needs
1.		
2.		
3.		

<b>Contact Name:</b>		
<b>Home Phone:</b>	<b>Cell Phone:</b>	
Street Address:	City:	Zip:
Email Address:		
Presently Receiving Emails: Yes / No		
Would you like to be added to email list: Yes/No		
<b>For staff use only: Payment Information</b>		
Paid By: MC / VISA / Cash		
Card #:		
Expiration Date:		
Total Amount Paid:	Registration taken by:	Date:
<b>Special Notes:</b>		

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_