



## Birthday Party Registration Form

To request a birthday party, please fill out both pages below and email them to the address below at least two weeks in advance. We are happy to accommodate last minute parties where possible but please note that partial forms will not be accepted. For more information, please call us at 613-839-0007 extension 237.

**Email Address: [j.fink@diefenbunker.ca](mailto:j.fink@diefenbunker.ca)**

<b>Who's Birthday is it?</b> (name and age)	
<b>Number Attendees</b> (20 max)	Youth:                      Adult:
<b>Preferred Date and Time</b> (*please note that our parties start at 10:00am, 12:30pm and 3:00pm and run for 2 hours).	
<b>Alternative Date and Time</b>	
<b>Has the Birthday Child attend a party here before?</b>	Yes                      No
<b>Contact Name</b>	
<b>Telephone Number</b>	
<b>Billing Address</b>	
<b>Email</b>	<input type="checkbox"/> I agree to allow the Diefenbunker to contact me by email
<b>Credit Card Number</b>	Expiration Date: CVV: <input type="checkbox"/> I will call in my credit card number. 613-839-0007 x237
<b>Cardholder's Signature</b>	

**A Credit Card number is required for booking purposes only. Payment must be made upon arrival. If you would like to use this card for payment on arrival please indicated below.**

- I give the Diefenbunker permission to use the above card for payment on the date of our scheduled party.
- I DO NOT give the Diefenbunker permission to use the above card for payment on the date of our scheduled party.



### Rental Cancellation Policy

Any cancellations or significant adjustments to the rental must be communicated a minimum of two weeks in advance of the booking. Any cancellations made within two weeks of the booking will be subject to a cancellation fee of 25% of the total rental.

Emergency cancellations are subject to approval of our Operations Manager. Under all other circumstances, our booking agent must be notified in writing (e-mail) two weeks prior to the visit for any changes and/or to cancel the reservation. If inside two weeks, the Diefenbunker will do its best to oblige, however we cannot guarantee requests will be accommodated.

### Method of Payment

Payment is due upon arrival to ensure numbers are most accurate. When you arrive proceed to the ticket office where you can process the birthday and wait for all the birthday participants. Once everyone has arrived the spy commander will meet everyone there and the party can begin! Payment must be made in the form of Visa, MasterCard, AMEX, Interac, or cash.

### Important Party Information

Your birthday is two hours in length including, an hour and 20 minutes of programming and 30-40 minutes for food, cake, and/or presents. The cost of the party is \$195 for 10 youth 2 adults (or a total of 12 people). Any additional people attending the party are \$10 each (youth or adults) with a maximum of 20 participants. If any adults dropping off their kids would like to stay and visit the museum, a discounted rate is available upon request.

We have a refrigerator and small freezer on site in case they are needed to store food, cake, etc. We do not, however, have either dishes or cutlery on site. If you plan on serving food, please provide these items for your guests. **This space is a Nut Free space so please plan accordingly.**

Please be advised that your rental time is scheduled and as such any set-up/take-down requirements that renters may have should be factored in when booking the party. Early access to the party room is not guaranteed and may not be possible to accommodate in some cases. Please check with the booking coordinator in advance of your scheduled date if you would like early access to the space.

In the event of late arrivals, we cannot guarantee a full party, nor reduce entry costs in the event of a shortened experience. Please notify the Diefenbunker as soon as possible should your group be running late.

Due to its location and age, the Diefenbunker may close on short notice due to inclement weather or other emergencies. In this instance, your group will not be charged and your Contact Person will be notified immediately.

**It should also be noted that the Diefenbunker has a strict “No Open Flames” policy (ie. birthday candles) and smoking is not permitted inside the fenced in area of the facility. Finally, in the event of property damage or loss during the rental period, the Renter is solely responsible for replacing the damaged property and/or repair costs.**

**I have read and agree to the above procedures and recognize that failure to adhere to these rules could result in the refusal of the Birthday Party or additional charges/fees may apply.**

Signature: \_\_\_\_\_ Name (Print): \_\_\_\_\_

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