

**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 (\$110) 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 6 weeks in advance – space is limited and dates fill up quickly.
Sample show times listed below. Please check the website or call the Facility Rentals Coordinator to confirm show times for particular dates.
Saturday: 11am, 1pm & 3pm show times OR 12pm and 2pm show times*
Sunday: 1pm & 3pm show times*
*show times subject to change
- **Deposit is due at time of booking in order to reserve party:**
\$248.29 - Harlequin Hall room rental fee and 10 show tickets (additional tickets are \$8.75)
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.
- ****Select performances of Rudolph the Red-Nosed Reindeer are an additional \$4.00 per ticket. Please check with Facility Rentals Manager for details.***

TIPS FOR PLANNING YOUR PARTY

- **EVERY** person attending the show **MUST** have a ticket (including both adults and children ages 2 & up)
- **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 reserved seating,** which is directly behind the Members-only Seating in the front of the theater. Exact row placement varies based on number of Member tickets purchased for each performance. ***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 \$150 per hour.

- You will have a maximum of one hour to set up and decorate the room prior to the party. Please check with the Facility Rentals 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 one (1) hour 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 \$150 per hour.
- If including a self-guided 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. Set times are designated for birthday party groups, so please contact Facility Rentals Coordinator for details.
- 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.