Prime Time Family Entertainment Center

Lock-in Booking Form

	Date of Event (Month/Day/Year) / /

CONTACT INFORMATION

Organization Name:

Contact Name:

Primary Phone: ( )

Secondary Phone: ( )

E-mail:

How were you referred to us:

Contact Notes:

PARTY INFORMATION

Date of Event: _____/_____/_____

Event Time: to

Number of Total People Attending:

Fun Time: to

Party Notes:

FOOD INFORMATION

Type of Food:

Food Time: to

Food Notes:

LOCK-IN TERMS

1. Minimum 100 guests or booked concurrently with another group (total of at least 100 paying participants).
2. Group reservations are required and are processed on a first come first served basis.
3. A 25% NON-REFUNDABLE deposit is due at the time of reservation and remaining balance is required at time of the event.
4. All goods/services are subject to 8.25% sales tax and will be included on your final incoice.
5. Prime Time assumes no responsibility for the loss of or damage to any personal articles brought onto the premises for your event.
6. Prime Time requires you provide one chaparone per every fifteen guests.
7. No unapproved outside food or beverages allowed.
8. Prime Time is an alcohol free, smoke free environment.

Signature:

Date:

BILLING INFORMATION

Item Name/Description	Quantity	Unit Price	Line Total

Subtotal:	
Sales Tax:	
Total:	

Make all checks payable to Prime Time FEC.
A 25% deposit is required upon receipt. Balance is due the day of the event.

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