

Party Information Letter:

Date

Instructions: Print this form out, fill in the blanks, sign it, scan it, and return it to us via email or US Postal Service. (Address below)
Reservations fee may be paid with a credit card over the phone, or check to the address listed below

Thank you for calling Steve Mings, CBA, AKA "Mr. Fun" and C.F.Menzies for your party entertainment needs.

For your convenience we have set up this letter to fill in the blanks and send us the copy. Also please include in your envelope a reservation fee of \$50.00. This reservation fee is non-refundable, but transferable (if the need arises). We require that this letter and the reservation fee be sent together. Failure to return this form along with the reservation fee within 48 hours from the date above may result in the date and time for your party being booked by another party or event.

Entertainment requested: [] Balloon Creations [] Face & Body Art [] Balloon Décor (Choose all that apply)

Date of your party: _____ Entertainment Timing: From _____ to _____

Name of the Location: _____

The address of your party: _____

City _____ State _____ Zip Code _____

To better serve you we will need two phone numbers that we can contact you on the day of the party.

The contact phone # is (____) _____ and (____) _____

Email Address: _____

Helpful information would be to know: (Name for whom the party is for) _____

Age: _____ Theme (If any) _____

Estimate # of Children _____ Estimate total # of guests invited _____ (children & adults)

Party Host Name: _____ (if different from the parents)

Parents Names (if different from host) _____

Personal check, Visa, MasterCard, Discover, or American Express can secure your reservation. Call the office to make arrangements. The balance needs to be paid in cash. No personal checks will be accepted on the day of the party. Please have the correct balance owed in cash. Entertainers do not carry any change. Any parking fee, entrance fee, gate code, permits, license and security clearances is the responsibility of the party host.

Make your Check or Money Order out to: C.F.Menzies

Mail to: C.F. Menzies
649 East Banyan Street
Ontario, Calif. 91761

Signature

Date

We appreciate your business and we intend to make your party, and your child feel special through our special art form. Call us with any questions that you may have concerning your party.

Thank-you
Sincerely,

S.J. Mings

Steve Mings, CBA
909 986-1699
steve@gottahaveballoons.com

Office Notes: [table with 4 rows and 2 columns]