



Waterworks Cinemas Party Room Registration Form



Waterworks Cinemas
930 Freeport Road
Pittsburgh, PA 15238

Phone: (412) 784-1416
Fax: (412) 784-1417

Contact name: _____ Daytime phone #: _____

Today's Date: _____ Party date requested: _____ Time requested: _____

Type Of Party Requested: Birthday Anniversary Sporting Event Other (Please Describe): _____

If a birthday - Name of birthday child: _____ Boy Girl Birth date: _____

Movie requested to see - Option #1: _____ Option #2: _____

Would you like the party room one hour before or after the movie? Before After

Would you like a booth tour? Yes No

Choice of drink(s) for pitcher (If ordered): Pepsi Diet Pepsi Root Beer Mountain Dew Sierra Mist Raspberry Tea Pink Lemonade

Wild Cherry Pepsi Orange Crush Pitcher of Water (No Charge)

Other Comments: _____

Please select either **Option A** or **Option B** to determine your cost.

*** Please note that ALL 3D movies will be subject to an additional \$3.00 surcharge. ***

	Option A: (Before 6:00 PM)			Option B: (After 6:00 PM)		
# Of Adults	x	\$6.00	= \$	x	\$8.50	= \$
# Of Children (Under 13) / Seniors (Ticket + Kids Snack Pack)	x	\$11.50	= \$	x	\$11.50	= \$
# Of Children (13 & Over) (Ticket + Sm Drink & Sm Popcorn)	x	\$14.50	= \$	x	\$17.00	= \$
# of Drink Pitchers	x	\$5.00	= \$	x	\$5.00	= \$
3D Ticket Surcharge (If a 3D movie)	x	\$3.00	= \$	x	\$3.00	= \$
Anything Bought in Concession		+ \$		Anything Bought in Concession		+ \$
Total		\$		Total		\$
Deposit (Subtract from Total)		- \$		Deposit (Subtract from Total)		- \$
Balance		= \$		Balance		= \$

Signature of Contact: _____

Please do not fill out below - For theater use only

Party Name: _____

Date of Party: _____ Time of party: _____ Informed customer about 3D charges? Yes No

Deposit amount paid (\$50.00)? Yes No Date Received: _____ Received By: _____

Remaining balance (Must be collected ahead of party): \$ _____ Date Received: _____ Received By: _____

Movie to See: _____ Movie scheduled start time: _____

In Party (Must be over 7, MAX - 12 people): _____ # of Kids Combos: _____ # of Sm Drink/Popcorns: _____

Anything else bought at concession: _____ Party Coordinator(s): _____

Check List (Before Party): Mark On Calendar Signs/Passes Made Add To Computer Calendar

Check List (Day Of Party): Film Strips Reserve Seats Add Name To Party Door



Theater Party Packages!

(Please note: All 3D movies will be subject to an additional \$3.00 surcharge.)

Ages 3 to 12:

- Movie ticket
- Reserved seating in the theater
- Use of our Party Room for one hour before **or** after the movie
- Kid's Combo Meal for the movie: (Includes: Candy, Popcorn and a Junior Drink)
- \$11.50 Per Child.

Ages 13 & Older: (Or Accompanying Adult)

- Movie ticket
- Reserved seating in the theater
- Use of our Party Room for one hour before **or** after the movie
- Adult small drink and small popcorn
- Matinee - \$14.50 Per Person
- Evening - \$17.00 Per Person

Accompanying Adult:

- Movie ticket
- Reserved Seating in the Theater
- Matinee - \$6.00 Per Person
- Evening - \$8.50 Per Person

Optional Add-Ons:

- Pitcher of Beverage - \$5.00. (Pepsi, Diet Pepsi, Mountain Dew, Orange Crush, Raspberry Iced Tea, Root Beer, Pink Lemonade, Sierra Mist)

Waterworks Cinemas Party Room Policies:

- *Groups must have a minimum of 7 people/packages for a birthday party reservation.*
- *One adult must accompany the party at all times.*
- *Our party room has a maximum capacity of 12 people.*
- *Reservations must be made at least 2 days in advance.*
- *Birthday Parties are taken based on availability.*
- *Party is welcome to bring pizza, birthday cake, etc. (Plates, table cloth, and flatware are not provided.)*
- *A \$50 deposit is required at the time of reservation.*
- *Any birthday reservation may be cancelled 48 hours prior to arrival with a full refund of deposit.*
- *Cancellations after 48 hours prior to arrival will forfeit the deposit.*



Party Room Frequently Asked Questions

- 1. Who do I call to book a birthday party?**
Please call (412) 784-1416 and ask for a manager.
- 2. Is there a minimum number required to book a birthday party?**
We require a minimum of 7 people, which may include children and parents. Parents may stay and see the movie, but they must pay the "per person fee" (rates shown above) which includes their ticket and concessions.
- 3. How can I guarantee the movie I want will still be playing for the date I choose?**
When you book your birthday party, we will discuss which movies should be available on your day. In most cases, if the movie is new, it will be showing for several weeks so there are many opportunities to see it.
- 4. I don't really plan on paying for the invitee's parents and siblings to see a movie, but I think they're going to want to stay. What should I do?**
Every person who sees the movie must pay for a ticket. We recommend that you write on the invitations, "Parents and siblings are welcome to stay. The price would be the "per person fee" (listed above) and this includes the movie and concessions." That way they will know what to expect.
- 5. I'm not sure how many people are coming. Do I need to call you back once I have a final count if it's different than my original booking?**
No, not if it's only a couple of kids. Just let us know when you get here your exact count so we can make sure we have seats reserved.
- 6. What if I have 7 coming to meet the minimum, but then one gets sick and can't make it, do I have to cancel?**
No, you don't need to cancel. All we ask is that you pay for the child(ren) to keep the number of participants at the minimum of 7. The other children shouldn't have to miss out on having the birthday at the theater just because one of their group couldn't come.
- 7. Do I pay for the number of people I estimate will attend or the final number of guests?**
You are only charged for the number of guests who attend the party. Your original booking number is simply an estimate, and we understand that.
- 8. How much notice do you need if I have to cancel?**
We just ask that you let us know 48 hours ahead of the birthday booking. You will not be charged as long as you cancel 48 hours before the party. However, if we do not hear from you, we will need to charge you the minimum room rental fee of \$50.00. The \$50.00 fee covers our costs of having the room ready for you on the proposed date and bringing in a staff person assigned to your party.
- 9. Can we have a tour of the theater during our birthday party?**
Yes, you can. We suggest that you do this prior to getting your concessions and watching the movie or after the gifts and cake. We will show you the theaters and the projection booth and give the children a brief rundown on how a movie theatre works (parents can join in too, they usually really like the tour!). The tour is about 10-15 minutes total. Remember to allow time for the tour when letting parents know the pick up time.
- 10. When should I book my party - how far in advance?**
We suggest that you book your party one-month in advance to ensure you have the date you prefer. This is a suggestion only, and we will book parties with only two to three days notice, subject to availability.
- 11. What time should I tell parents to pick up their child?**
We suggest that you allot an hour and a half for the movie length. Actual run times of specific films are available a few days before the film opens at the theater, and we can let you know this. If you add the time you will spend on cake and presents, and a theater tour if booked, normal time will then be between two and two and a half hours from start to finish. This is a safe estimate that will have parents arriving either just on time or early. Parents are welcome to wait outside the theater or in the lobby.
- 12. Who will watch our presents and personal items during the movie?**
Waterworks Cinemas is not responsible for personal items. We would recommend for safety that you remove all valuables from the room or lobby area before going into the movie. However, at your request we can lock the party room for the duration of the movie.
- 13. Can we bring outside food in to our party?**
Yes, you can bring all the normal birthday fare. We only ask that you consume the food in the birthday room and not in our auditoriums.
- 14. Do I have to clean up the room or area?**
No, that is our job! The benefit of organizing a birthday party at our theater is that they are considerably easier to organize than most parties, and involve no clean up (other than what you choose to take with you), no hassle, and we offer you the added benefit of having your own private party room, that's conveniently not in your home.