



THE READING ENGAGEMENT

STORY TIME. PLAY TIME. GROW TIME.

Whimsical Birthday Parties & Private Events — Services Agreement

Story Book Club and Imagination Station party packages

1. PARTIES & PROGRAM DETAILS

Client / Program name	
Contact name & title	
Site address	
Phone / Email	
License type & number	
Ages served	
Package selected	
Event date & start time	
Event address	
Guest of honor & age	
Children included / expected	
Package fee	
Deposit (50%) due to reserve	
Start date	
Agreement term	

Provider: The Reading Engagement · info@thereadingengagement.org · (858) 443-0244

2. SERVICES INCLUDED

- Themed story time hosted by a costumed Reading Engager.
- Books, props, music and all activity materials brought to your venue.
- Story Book Club packages: 30 minutes to 1.5 hours for up to 4-8 children.

- Imagination Station packages: 1 to 1.5 hours for up to 10-18 children.
- Setup and cleanup of the story and activity area.
- Optional add-ons available: extra child, whimsical favor bags, custom theme development, extra sensory play time and Reading Engagement Superhero visits.

3. PAYMENT TERMS

- Invoices are issued in advance of each service period and are due on receipt unless another date is stated in writing.
- Recurring monthly packages are billed on the same calendar day each month until cancelled in writing.
- Parties and private events require a 50% non-refundable deposit to reserve the date, with the balance due 7 days before the event.
- Payments may be made through the secure payment portal at thereadingengagement.org/pay.
- Returned or failed payments may incur a \$25 fee, and services may be paused until the balance is current.

4. SCHEDULING, CANCELLATION & RESCHEDULING

- Session dates and times are confirmed in writing before the first visit.
- Client cancellations with at least 48 hours notice may be rescheduled once at no charge, subject to availability.
- Cancellations with less than 24 hours notice, or a closed/inaccessible site on arrival, are billed in full.
- If The Reading Engagement must cancel, the session is rescheduled or credited at no cost to the Client.
- Either party may end a recurring agreement with 30 days written notice; fees already billed are not refunded.

5. CLIENT RESPONSIBILITIES

- Provide a safe, clean and adequately supervised space appropriate for the age group served.
- Maintain required adult-to-child ratios at all times; The Reading Engagement staff enrich programming and do not replace the Client's supervision or licensing responsibilities.
- Share relevant allergies, sensory needs, medical conditions and behavior plans before the first session.
- Ensure photo/video permissions are secured from families if the Client requests media capture.

6. HEALTH & SAFETY

- Children or staff with fever, contagious illness or symptoms within 24 hours of a session should not participate.
- All props, books and materials are cleaned between programs.
- The Reading Engagement follows the Client's site emergency procedures while on the premises.

7. LIABILITY WAIVER & RELEASE

- The Client acknowledges that story time, movement, sensory play and craft activities carry inherent risks, including minor injury, allergic reaction and soiled or damaged clothing.
- The Client releases and holds harmless The Reading Engagement, its owners, employees, contractors and volunteers from claims arising from participation, except for gross negligence or willful misconduct.
- The Client is responsible for informing participating families of the nature of the activities and of this release.
- Total liability of The Reading Engagement under this agreement is limited to the fees paid for the affected session.

8. MEDIA, MATERIALS & CONFIDENTIALITY

- Curriculum outlines, extension guides and printed materials are provided for the Client's internal use and may not be resold or redistributed.
- Neither party will share the other's confidential business or family information without written consent.
- Media capture and marketing use of images requires written permission from the Client and participating families.

9. GENERAL TERMS

- This agreement is the complete understanding between the parties and replaces prior discussions.
- Amendments must be in writing and signed by both parties.
- This agreement is governed by the laws of the state in which services are delivered.
- If any provision is found unenforceable, the remaining provisions stay in effect.

10. SIGNATURES

By signing below, the Client agrees to the services, fees and terms above, including the liability waiver and release.

Client signature

Printed name

The Reading Engagement representative

Date

Title / relationship to child

Date

Where Every Page Turns Into a Memory.