



Reservation Form

Event: _____ **Event Location:** _____

Event Date: _____ **Event Start Time:** _____ **Event End Time:** _____

**Times you want BE to be ready to begin/complete KidCamp*

For Multiple Day Events:

Event Date: _____ **Event Start Time:** _____ **Event End Time:** _____

**Times you want BE to be ready to begin/complete KidCamp*

Event Date: _____ **Event Start Time:** _____ **Event End Time:** _____

**Times you want BE to be ready to begin/complete KidCamp*

Event Date: _____ **Event Start Time:** _____ **Event End Time:** _____

**Times you want BE to be ready to begin/complete KidCamp*

Estimated Number of Children: _____ **Est. Number of Children under 3 years:** _____

Contact Name: _____ **Organization Name (if applicable):** _____

Contact Mailing Address: _____
Street Address City State Zip Code

Contact Phone: _____ **Contact Email:** _____

Credit Card Information: ____/____/____/____ **Exp. Date:** ____/____

Type of Card: _____ **Name on Card:** _____ **Billing Zip Code:** _____

Payment: **Pay Only 15% Deposit (non-refundable)** **Pay in Full (see cancellation policy)**

How did you hear about Babysitter Express? _____

KidCamp Extras:

Please check the KidCamp Extras that you wish to add to your reservation.

- Snacks per child (ages 3 and up)** \$6 _____
- Lunch/Dinner per child (ages 3 and up)** \$10 _____
**Please note: it may be more cost effective to have your caterer provide food for the children.*
- Personalized Goody Bags per child (ages 3 and up)** \$6-10 _____
**Please note: personalized goody bags can be personalized for your event or personalized with the child's name or both. This is a custom extra and is worked out with Babysitter Express to meet your expectations.*
- Non-Personalized Goody Bags per child (ages 3 and up)** \$5 _____

Final Head Count: _____ **# of KidCamp Specialists:** _____ **Estimate:** _____

Please read the following carefully before signing the bottom of this form.

Payment/Cancellation Policy:

- A 15% non-refundable deposit (based on Group Service Estimate) is required at the time of booking. No exceptions will be made!
- KidCamps must be booked a minimum of 14 days in advance.
- Final child head count is due 14 days prior to event.
- Remaining balance (based on final head count) is due 14 days prior to event.
- Cancellations prior to the time of the final head count will result in the loss of your deposit. Cancellations after the final head count and payment of remaining balance will result in the loss of all payments.
- If payment based on final head count is not received 14 days prior to event, that could result in cancellation of event and loss of all payments made prior.
- If KidCamp events are paid in full at the time of booking and a cancellation is necessary prior to fourteen days in advance, Babysitter Express will issue a credit on your account – no refunds will be made to credit cards. This credit may be used towards future KidCamp events or for babysitting appointments (if a BE client).
- Babysitters cannot accept cash payments unless it is a gratuity.
- Gratuities can be prepaid, charged after services or given to the sitter in cash.
- All credit card information is confidential. Your credit card will not be charged for any unauthorized service.

Other Policies and Procedures:

- There is a minimum of 5 children for KidCamp events to be held. If there are not at least 8 children reserved for each event, the KidCamp event will not be held and your credit card will be refunded of all related expenses for that specific KidCamp date.
- You must provide a room large enough to hold all KidCamp attendees plus the appropriate number of KidCamp Specialists (based on the number of attendees). This room must be solely devoted to the KidCamp. If a room is not provided, Babysitter Express will not setup the KidCamp and this will result in the loss of all payments.
- Babysitter Express cannot guarantee acceptance of additional children after final head count has been given. If you are uncertain as to whether or not additional children will be attending, it is best to account for them in the final head count to ensure childcare will be available for those children.
- A list of KidCamp attendees' names and ages is due 7 days prior to event.

All KidCamps come with a variety of activities for attendees to participate in, security wristbands to ensure each child is picked up by the appropriate person(s), and one KidCamp Specialist per every four children. All KidCamp Extras must be selected at the time of booking and are non-cancellable after 14 days in advance.

By signing an agreement with Babysitter Express, I, the undersigned contact, agree to keep in confidence the identity of all child care professionals referred by Babysitter Express.

I understand I may not call any Babysitter Express child care professional directly to make changes or reservations. If I do call a Babysitter Express child care professional without contacting Babysitter Express directly, I understand that I will have a minimum \$2,000.00 penalty paid to Babysitter Express and possible legal action taken by Babysitter Express. I understand that this also applies to my attendees and they are not authorized to contact any Babysitter Express child care professional directly outside of the KidCamp itself.

Event Contact Signature

Print Name

Date Signed