



**1501 Religious Street, Suite C  
New Orleans, LA 70130**

**www.monkeyroom.net  
info@monkeyroom.net**

**Phone: 504.301.2695  
Fax: 504.301.3529**

## **BASIC PARTY INFORMATION**

Parties at The Monkey Room are a great way to celebrate your special occasion! We have two party rooms available. Each room comfortably accommodates approximately 20 children plus about the same number of adults. By fire code we can only guarantee admission for 50 total people in one party room.

### **What's Included:**

- ❖ Use of the party room with a private inflatable and access to the main play space for the entire 2 hours
- ❖ Fifteen (15) minutes prior to your party start time for setup and ten (10) minutes after your end time to check out
- ❖ A dedicated Zoo Keeper (staff person) assigned to assist with your party
- ❖ Paper plates, napkins and plastic utensils
- ❖ Juice boxes and water for the kids based on the expected number of child guests - additional beverages can be provided for an additional charge
- ❖ One reserved parking space in our adjacent lot for the guest of honor / party host
- ❖ Personalized insert cards or stickers for you to send out with your invitations

**Fees:** Basic Party fees for the weekends and holidays are \$150.00 plus \$5.00 per child. For weekdays (Monday – Friday), Basic Party fees are \$125.00 plus \$5.00 per child. Each child that will play on the inflatable or the play structures is counted. Basic Parties must guarantee a minimum of 10 children. Basic Parties that exceed 25 children will be charged \$9.00 per child for each child over 25.

**Deposit:** A \$75.00 deposit is required at the time of the reservation. This deposit will be applied to the balance due the day of the party. The deposit will be reapplied or refunded for any changes or cancellations at least 30 days prior to the reserved date. The deposit is non-refundable within 30 days of the reservation.

**Check Out:** Each party has 10 minutes after the party end time to clean up and check out with the front desk. Parties that are not completely out of the party room and checked out 10 minutes after the end of the party will be charged an additional \$50.00. We will continue to charge \$50.00 per 5 minutes past the end of the party time after the first 10 minutes – for example \$100.00 at 15 minutes, \$150.00 at 20 minutes, etc. Please respect the party that will follow your party and our staff by removing all personal items / guests from the party room and checking out within 10 minutes of your end time.

**Payment:** As guests arrive, we will count the total number of children checking in for your party. You will only pay for those guests who receive an armband to play on the inflatable or the main play structures once the minimum number of guests is reached. Once all guests have arrived or at the end of the party, we will ring up your total balance due. You may pay with cash, Visa/Mastercard/Discover/AMEX or local check with ID.

**What You Can Bring:** You can bring your own cake, ice cream in single-serving cups and decorations (if desired). Please, no confetti as it is very difficult to clean up before the next party. We can coordinate with local restaurants to have additional food delivered for your party. Ask us for available options. ALL OTHER OUTSIDE FOOD OR DRINK MUST BE APPROVED BEFORE IT WILL BE ALLOWED IN THE MONKEY ROOM.



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## **LARGE PARTIES**

For larger groups (25 children or more), the rooms can be combined into a single large space with two bounce houses. Large Parties include the same features of Basic Parties with the following changes:

- ❖ Space for up to 100 total people and seating for up to 50 kids
- ❖ Two private inflatable bounce houses in the party room
- ❖ Two reserved parking spaces in our adjacent lot for the guest of honor or party host

**Fees:** Large Party fees for weekends and holidays are \$300.00 plus \$5.00 per child. For weekdays (Monday – Friday), Large Party fees are \$250.00 plus \$5.00 per child. Each child that will play on the inflatable or the play structures is counted. Large Parties must guarantee a minimum of 25 children.

**Deposit:** A \$150.00 deposit is required at the time of the reservation for large parties. This deposit will be applied to the balance due the day of the party. The deposit will be reapplied or refunded for any changes or cancellations at least 30 days prior to the reserved date. The deposit is non-refundable within 30 days of the reservation.

**Check Out, Payment, and What You Can Bring** policies for Large Parties are the same as Basic Parties.

## **PRIVATE PARTIES**

The Monkey Room can also be reserved for completely private parties. A Private Party includes all of the same features as a Large Party. In addition, we are closed to the public for the entire two hours so that only your guests are in the space. Private Parties may have up to 175 total guests (adults and kids).

**Fees:** Private Party rental fees are \$600.00 plus \$5.00 per child. Each child that will play on the inflatable or the play structures is counted toward the party fees. Private Parties do not need to guarantee a minimum number of children.

**Deposit:** A \$200.00 deposit is required at the time of the reservation for Private Parties. This deposit will be applied to the balance due the day of the party. The deposit will be reapplied or refunded for any changes or cancellations at least 30 days prior to the reserved date. The deposit is non-refundable within 30 days of the reservation.

**Check Out, Payment, and What You Can Bring** policies for Private Parties are the same as all other parties.



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**PARTY RESERVATION FORM**

Available times: 10:00–12:00 / 1:00–3:00 / 3:45–5:45

Requestor / Host:

Contact Phone:

Contact Email:

Requested Date:

Alternate Date:

Requested Time:

Alternate Time:

Guest(s) of Honor:

Occasion:

Room Requested: Room A Room B Both Rooms Private Party  
(A or B = min 10 / max 25) (min 25 / max 50)

Estimated Kids:

Number of Invitations:

Estimated Adults:

Stickers OR Insert Cards

**Special Instructions:**

I have received and reviewed The Monkey Room’s policies and agree to follow these guidelines. I understand that I will be charged a room rental fee, PLUS \$5.00/child, PLUS the cost of any food or drink I elect to order through The Monkey Room, PLUS sales tax and agree to pay these fees. I understand the check out policies and will abide by them. I also understand that the deposit is non-refundable for changes or cancellations within 30 days of the party date.

**Signature:**

**Date:**

**The Monkey Room Use Only:** Reserved Date: \_\_\_\_\_  
Assigned Zoo Keeper: \_\_\_\_\_ Room:  A  B  
Cards or stickers printed  Sign(s) printed:  Private:   
Food Order? No Yes \_\_\_\_\_ Estimated Arrival: \_\_\_\_\_

**Notes:**

Add Food Amt: Add Drinks: Number of Kids:

Deposit Date:

Confirm Call:

Arm Bands: