



Thank you for showing interest in having your party with us at Spectrum. The purpose of this pamphlet is to make party planning as easy as possible for you! Please direct any questions you have to (260)755-6151 or email us at [spectrumvrne@gmail.com](mailto:spectrumvrne@gmail.com).

**Step 1: Determine Group Size-** You will want to know the size of your group before booking your party. Each party booking includes a maximum number of attendees. You may call and ask about additional attendees if needed. Each package includes a fixed number of players that can play at a time. If you would like more players playing at a time, you will need to purchase a larger package. Standard - Up to 10 attendees (2 Players at a time) Deluxe - Up to 15 attendees (3 Players at a time) Premium - Up to 20 attendees (4 Players at a time)

**Step 2: Book Your Party and Pay the Deposit-** The best way to book a party is via phone. Call us and check on availability. We recommend booking at least 2 weeks in advance, but we can sometimes take bookings as late as the day before. The deposit required is 25% of the party total.

**Step 3: Send out the Invitations and Sign Waivers-** At the bottom you will find a party invite you are more than welcome to use. We included the link to the waiver in our invitation for your convenience. It is best to have each parent fill out the waiver before the day of the party. You can find the waiver at [spectrumvrcade.com/waiver](http://spectrumvrcade.com/waiver).

**Step 4: Read the Following Rules...**

A) Each child needs a parent to fill out their waiver. Each adult that plans on playing also needs to fill out a waiver. An adult may claim more than one child on a waiver. If an individual has been to our arcade previously they do not need to fill out a new waiver.

B) Employees are responsible for teaching how to use the equipment, give game suggestions, help with controls, and assist with any technical difficulties along the way. They are not required to manage turns or watch children.

C) One person in a play area at a time! It is important for everyone's safety that each person follows this rule! To best follow this rule, it is best to have a parent in each room that there are multiple children.

D) No one can play barefoot. Socks at least must be worn in play areas.

E) Cake, finger foods, pizza, and bottled drinks are allowed in the designated eating area. All people eating must wash hands before using equipment. No food or drinks are allowed in the play areas.

F) No crock pots(some exceptions), food that requires refrigeration, or any food that is super messy. You are required to clean the party area before the party is over. If an employee has to clean the area an additional \$15 will be added to the party total.

G) Start and End Times- Party starts at the start time and ends at the end time. Additional time will not be granted for opening gifts, eating, or cleaning the booth. It is best to arrive at least 10 minutes before your party to make sure we can get your group started in a timely manner. The first timer tutorial will not eat into your party's time as long as you arrive on time. We hold the right to end the party at the end time if you arrive late.

H) Be responsible with equipment- Party host will be held liable for equipment broken due to failure to follow instructions/ rules.

Step 5: Arrive 10 Minutes Before your Party- Arriving on time is important to make sure we can get you started in a timely manner. We will get you started within 15 minutes of your booked party time. Our employees can spend more time teaching first timers and we can give you more time to set your party up if you arrive on time.

Step 6: Call Us if Anything Changes- Call us if plans change. If you let us know in a timely manner we will refund your deposit. We require a 2 day notice for a full refund of the party deposit. Thank you for reading through all these procedures. We don't want to make you overthink your visit. As long as everyone is respectful and understanding of the rules, there will be no problems at all!

Thank you,

Spectrum Vr Team