



THE VILLAGE AT ALLEN

Village Express Caboose Reservation Form

Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Email: _____ **Phone:** _____

Party Date: _____

Rate

\$100.00 for 2 1/2 hours (includes your set-up time before the Event and self clean-up time following the Event). Your reservation will be guaranteed when payment is received in full.

Amount Paid: _____ **Date Paid:** _____ **Rec'd By:** _____

Form of Payment: _____

Time Slots:

Monday - Saturday	10:00am - 12:30pm	Sunday:	12:00pm - 2:30pm
	1:30pm - 4:00pm		3:30pm - 6:00pm
	5:00pm - 7:30pm		

Rules:

- Your reservation includes the interior of the Village Express Caboose and the tables and chairs located inside for private use. Please plan to provide your own table covers, plates, cups, etc.
- Your group is welcome to enjoy the adjacent play area, but it will remain open to the public. Use of the area by other guests may not be restricted in any way by your group.
- Tables and chairs located outside of the Village Express Caboose are for the enjoyment of all guests and are not included in your reservation.
- You are responsible for any and all property damage done by attendees at your event.
- You are responsible for the behavior of attendees at your event and must ensure that all attendees behave in a respectful and appropriate manner.
- Please ensure that minor children are appropriately supervised.
- Please remove your trash after your event - including wrapping paper, plates, cups, food containers, etc.

Food:

- Prepared food purchased elsewhere (ie: Costco cakes, Papa John's Pizza, McDonald's Happy Meals, etc.) is not permitted. For your convenience, The Village at Allen has numerous restaurants and retailers that offer an array of food choices such as kids meals, chicken fingers, burgers, sandwiches, party platters, cakes, ice cream cups, juice boxes, soft drinks, etc. Many of them are directly adjacent to the Village Express Caboose. Visit www.thevillageshopping.com for a complete listing.
- Homemade cakes, cupcakes and cookies are permitted.

Please be respectful of our retailers and restaurants and do not bring food purchased at businesses located elsewhere.

Cancellation/Refunds:

If you need to cancel your event, please notify The Village at Allen at least three (3) business days prior to reservation date (business days are Monday - Friday 7:30 to 5:00pm) at 972-678-4939. If there is a last minute cancellation, please notify Security at 972-678-4518 as soon as possible. There are **no refunds** for The Village Express Caboose parties, even for inclement weather. If you cancel your event at least three (3) business days prior, you may reschedule for your choice of dates and times that are available in the next 30 days from your original party date.

Hold Harmless:

I hereby agree to accept sole responsibility for the acts and omissions of all guests and invitees of the event reserved by this agreement (the "Event"), and on behalf of myself and all attendees of the Event, hereby agree to indemnify, defend and hold harmless The Village at Allen LP, The Prudential Insurance Company of America, The MGHerring Property Group LLC, and all their respective affiliates, subsidiaries, officers, partners, principals, members, managers, agents, contractors, employees, and tenants (collectively, the "Released Parties"), from and against any and all claims, actions, liability and expense, including attorney's fees and court costs, in connection with loss of life, bodily and/or personal injury and/or damage to property arising from or out of the Event and our occupancy and/or use of the property known as The Village at Allen on [Event Date] _____, 20__.

EVEN IF CAUSED BY THE NEGLIGENCE OF ANY RELEASED PARTIES OR ANY RELEASED PARTIES WOULD BE STRICTLY LIABLE THEREFOR.

Signature: _____

Printed Name: _____

Date: _____

If you need assistance on the day of the party, please call 972-678-4518. Thank you for celebrating at the Village Express Caboose.