



# 2024-25 ACT Divine Party Application

ACT at the Cathedral of St. John the Divine | 1047 Amsterdam Ave | (212) 316-7530 | [act@stjohndivine.org](mailto:act@stjohndivine.org)

HOUSEHOLD INFORMATION	
Child's Name: _____ Date of Birth: _____ Gender: _____	
Parent Name: _____	Party Time Slot: <input type="checkbox"/> 10:00AM <input type="checkbox"/> 1:00PM <input type="checkbox"/> 4:00PM
Contact Number: _____	<input type="checkbox"/> Other (as discussed with Party Manager) _____
Home Address: _____	Date of Party: _____
_____	Expected Number of Guests (estimated):
Email: _____	Children: _____ Adults: _____

PARTY PLAN AND CONTRACT STIPULATIONS
<b>BOOKING</b>
Call or email the ACT Office to check for availability. <b>We only host parties on Saturdays.</b>
Complete this <b>Divine Party Application</b> and submit it to the ACT Office along with <b>full payment</b> .
We do not offer refunds. If there is a conflict once booked, we will discuss changes to the location or date of your party.
Outside vendors are not permitted without prior approval and certificates of insurance and liability.
Booking includes: <ul style="list-style-type: none"> <li>→ (1) Party Host: Works with guests to set-up, clean-up, and manage the event on your behalf.</li> <li>→ (1) Party Specialist for 15 children: Supervises and entertains the children by leading agreed upon activities.</li> <li>→ Tables, chairs, plates, cups, utensils, cake knife, table covers in your color of choice</li> </ul>
An additional specialist is required if more than 15 children will be attending the party. <b>\$15 per each additional child. \$95 if you exceed the allotted party time.</b>
<b>COMMUNICATIONS</b>
Once your party is booked, you will receive confirmation from the ACT Office.
The Divine Party Manager will reach out via email or phone the <b>Monday prior to the party</b> to finalize all details: <ul style="list-style-type: none"> <li>→ Number of children attending</li> <li>→ If an additional Party Specialist is required</li> <li>→ Whether you would like us to provide pizza, water or juice, and if so how much</li> </ul>
Any <b>additional fees are due the Thursday prior to the party.</b>
Payment for any additional children who show up is due on the day of the party. Bring a blank check or credit card.
<b>PARTY PREP</b>
Supplies can be dropped off or delivered <b>the day prior to the party, between 12 PM and 5 PM.</b>
On the day of the event, supplies can be dropped off 30 minutes prior to the party start time. The Host will be present.
Please note that there is no parking on the grounds. Entry is permitted in order to drop-off supplies. Enter the driveway at 112th and Amsterdam and proceed to the Security Booth.



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Please select the Divine Party options you are interested in:			
Party Type	All options include 1 Party Host to oversee the management of the event and 1 Party Specialist to lead the children's activities.	2 Hour Party (15 children)	3 Hour Party (15 children)
<input type="checkbox"/> Mat Party (ages 5 and under)	Use of mats, climbing equipment and speaker for music.  <b>Select one of the following:</b> <input type="checkbox"/> Parachute Games <input type="checkbox"/> Running Group Games (age-appropriate) <input type="checkbox"/> Circle Time, Songs and Stories	<input type="checkbox"/> \$800	<input type="checkbox"/> \$1,050
<input type="checkbox"/> Sports Party (ages 5 and up)	Use of space and relevant equipment.  <b>Select up to 2 sports activities:</b> <input type="checkbox"/> Floor Hockey <input type="checkbox"/> Soccer <input type="checkbox"/> Basketball <input type="checkbox"/> Capture the Flag (Glow-in-the-Dark)	<input type="checkbox"/> \$800	<input type="checkbox"/> \$1,050
<input type="checkbox"/> Art Party (ages 5 and up)	Use of gym space and relevant art materials. Activities can be prepared around a theme you select in advance. Material fee included.  <b>Select one of the following or inquire about a specific option:</b> <input type="checkbox"/> Canvas Art <input type="checkbox"/> Sculpture <input type="checkbox"/> Watercolor Painting <input type="checkbox"/> Peg Art and Loom Bands <input type="checkbox"/> Jewelry Design & Clay Making (ages 8 and up)	<input type="checkbox"/> \$850	<input type="checkbox"/> \$1,100
<input type="checkbox"/> ACTion Party (ages 8 and up)	Use of space, special gear or equipment. Equipment fee included.  <b>Select one of the following:</b> <input type="checkbox"/> Laser Tag <input type="checkbox"/> Obstacle Course <input type="checkbox"/> Wii Dance <input type="checkbox"/> 9 Square in the Air <input type="checkbox"/> Gaga Ball <input type="checkbox"/> Scavenger Hunts (ages 4 and up, Spring and Summer only)	<input type="checkbox"/> \$850	<input type="checkbox"/> \$1,100
<input type="checkbox"/> Enhancements	<input type="checkbox"/> Bounce House <input type="checkbox"/> Face Painter <input type="checkbox"/> Outdoor Party (September-November or May-June)	<input type="checkbox"/> \$500 <input type="checkbox"/> \$400 <input type="checkbox"/> \$50	<input type="checkbox"/> \$550 <input type="checkbox"/> \$575 <input type="checkbox"/> \$100
<input type="checkbox"/> Additional Specialist	If there are more than 15 children attending the party, an additional specialist is required.	<input type="checkbox"/> \$95	<input type="checkbox"/> \$125
<input type="checkbox"/> Celebrations	Use of space for up to 40 guests including children and adults. Tables and chairs are provided with table covers. A Bluetooth sound system is available for a fee. 2 staff are provided. Includes cost of Security staff.	<input type="checkbox"/> \$1500	



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Please check and fill in all sections:		
Will you need refrigeration?	<input type="checkbox"/> Not at all <input type="checkbox"/> One day before <input type="checkbox"/> On the day of the event	
Will you need a freezer?	<input type="checkbox"/> Not at all <input type="checkbox"/> One day before <input type="checkbox"/> On the day of the event	
Are you interested in pizza? (pizza delivery tip is included in the cost)	<input type="checkbox"/> \$28 Cheese pie (cut in 16 slices) Quantity: _____	<input type="checkbox"/> \$30 Pie with toppings (cut in 16 slices) Quantity: _____
Are you interested in beverages?	<input type="checkbox"/> \$20 - Case of Water (70 small bottles) Quantity: _____	<input type="checkbox"/> \$20 - Case of Juice (36 juice boxes) Quantity: _____
TOTAL (tally up all selections—this is the total due with the application)	\$ _____	

I have read and agree to the stipulations listed in this party plan and contract and I have enclosed a full non-refundable payment in the amount of \$_____ via: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card Authorization Form (subject to 3% fee)	
Party Sponsor Signature: _____	Date: _____
ACT Staff Authorization: _____	Date: _____

We look forward to helping you plan your event! If you require additional information or wish to have a tour of the spaces, please contact the ACT Front Office at (212) 316-7530 or email us at [act@stjohndivine.org](mailto:act@stjohndivine.org).