



Birthday planning form

Date _____

1. Information about the client Name and surname _____

E-mail address _____ Contact telephone number _____

Child's name _____ Age _____ Date of occasion _____

Friday: ☐ 17.00 - 19.00 Saturday: ☐ 10.00 - 12.00; ☐ 13.30 - 15.30; ☐ 17.00 - 19.00 Sunday: ☐ 10.00 - 12.00; ☐ 13.30 - 15.30; ☐ 17.00 - 19.00

Chosen birthday scenario _____ Expected number of kids _____

2. Birthday packages acc. to the number of smaller participants of the party:

A. SensoBirthday (children up to 2 yo) ☐ MINI POLANA PACKAGE: price 1200 zł, ☐ MIDI POLANA PACKAGE: price 1600 zł

The price includes: Mini Polana Package 1 animator for 2h, up to 10 children; Midi Polana Package 2 animators for 2 h, from 11 up to 20 children.

Scenario: sensoplastic and creative games

Food (one dish to choose from): ☐ chicken meatballs with steamed veggies or ☐ pancakes with apples; ☐ pasta with tomato sauce; ☐ oatmeal fritters with fruit and honey; ☐ pancakes with cheese and fruit. Soup (one soup to choose from): ☐ broth, ☐ tomato soup

Additionally: fruit, home-made jellies, oat cookies, veggies cut into bars, corn crisps, water/ freshly squeezed apple juice

B. birthdays of up to 10 children: ☐ SMALL POLANA PACKAGE: cost 1000 zł, ☐ LARGE POLANA PACKAGE: cost 1100 zł

The price includes 1 entertainer, the rental and preparation of the playroom, a SMALL*/LARGE** POLANA meal, children's tableware, 2 hours of thematic games organized by the entertainer according to the chosen birthday scenario, and a ceremonial presentation of the cake and blowing of the candles.

C. birthdays of 11 to 16 children: ☐ SMALL POLANA PACKAGE: cost 1200 zł, ☐ LARGE POLANA PACKAGE: cost 1350 zł

The price includes 2 entertainers, the rental and preparation of the playroom, a SMALL*/LARGE** POLANA meal, children's tableware, 2 hours of thematic games organized by the entertainers according to the chosen birthday scenario, and a ceremonial presentation of the cake and blowing of the candles.

Over 16 children, each additional child PLN 30

*SMALL POLANA meal includes: still water, orange juice, apple juice, sweets and snacks, seasonal fruit.

**LARGE POLANA meal includes: a SMALL POLANA meal + EXTRA 2 pieces of Polana flatbread for every child.

each additional hour of entertainment costs 200 zł on the weekdays and 300 zł on the weekends. *foreign language entertainer costs 100 zł

3. Polana birthday cakes*: ☐ Yes ☐ No**

- | | |
|--------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| <input type="radio"/> Circular cake for 10-12 persons 330 zł | <input type="radio"/> Circular cake for 20-25 persons 480 zł |
| <input type="radio"/> Circular cake for 12-15 persons 380 zł | <input type="radio"/> Circular cake for 25-30 persons 530 zł |
| <input type="radio"/> Circular cake for 15-20 persons 430 zł | <input type="radio"/> Dessert table - cupcakes/ cake pops/ muffins price depends on the number of guests, chosen sweets and decorations |

*The cake prices include: a classing, circular cake with a home-made plain or chocolate sponge cake, 1 figurine, and small, additional decorative elements. For an extra cost and for individual evaluation: additional figurines on the cake, cakes in custom shapes, coverage with sugar paste.

**Bringing your own cake 80zł

4. Optional supplementary attractions: ☐ Experiments 250 zł ☐ Piniata 200 zł ☐ Glitter tattoos 100 zł

- | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|------------------------------------------------------|
| <input type="radio"/> Face painting 150 zł | <input type="radio"/> Making colorful braids 150 zł | <input type="radio"/> Balloon shaping 100 zł |
| <input type="radio"/> Making jewelry for the girls 150 zł | <input type="radio"/> Making SLIME 200 zł | <input type="radio"/> Foil balloons, large 55 zł/pcs |
| <input type="radio"/> Rubber Balloon set - Filled with Helium: 5 pcs- 50 zł 7 pcs- 65 zł 9 pcs- 79 zł 11 pcs- 95 zł 15 pcs- 130 zł 25 pcs- 200 zł | | |
| <input type="radio"/> Designing your own T-shirts 350 zł (up to 10 children, each additional 20 zł) <input type="radio"/> Designing of eco bags 350 zł (up to 10 children, each additional 20 zł) | | |
| <input type="radio"/> Balloon garlands and decorations (hexagonal walls, modular walls, easel) for individual pricing depending on the type and theme of the decoration. | | |

5. Meal for the parents from the packages below: ☐ Yes ☐ No Number of adults _____

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| <input type="radio"/> BREAKFAST PACKAGE up to 10 persons 800 zł The package includes: omelettes, fried eggs, pancakes (sweet, homemade nutella, salmon with Philadelphia cheese and spinach), croissants, mini curd pancakes, bruschetta (with tuna, avocado, prosciutto, goat cheese), salads with fresh vegetables, bread, additives (nutella, jam, honey), water in carafes without limit. *Each additional person - 80 zł. | |
| <input type="radio"/> SWEET PACKAGE up to 10 persons 520 zł The package includes: 2 cakes (cakes to choose from a cakes menu), 10 hot beverages (any of our coffees or green tea/black tea in a small teapot/seasonal tea), and unlimited jugs of water *each additional cake costs 170 zł and each additional hot beverage costs 13 zł. | |
| <input type="radio"/> SALADS PACKAGE up to 10 persons 180 zł The package includes: 2 bowls of salad: Greek Salad, Salad with Goat Cheese, Caesar Salad. *each additional salad bowl costs 39 zł. | |
| <input type="radio"/> FLAMMKUCHEN PACKAGE up to 10 persons 210 zł The package includes: 5 pieces of flammkuchen (a selection of classic flammkuchen, Polana flammkuchen, spicy flammkuchen, beetroot flammkuchen). *each additional flammkuchen costs 42 zł. | |
| <input type="radio"/> BEVERAGE PACKAGE up to 10 persons 140 zł The package includes: 10 hot beverages (any of our coffees or green tea/black tea in a small teapot), and unlimited jugs of water *each additional hot beverage costs 14 zł. | |
| <input type="radio"/> CHEESE PLATTER/ MEATS PLATTER up to 10 persons 210 zł (1 type) | |
| <input type="radio"/> FRUITS PLATTER (pears, watermelons, pineapple, grapes, kiwi, oranges) up to 10 persons 170 zł | <input type="radio"/> WINE 0% 1 bottle 75 zł |
| <input type="radio"/> HEALTHY SNACKS PACKAGE (delicacies, grissini, nuts, dried fruit) up to 10 persons 220 zł | <input type="radio"/> SPARKLING WINE 0% 1 bottle 75 zł |

6. Rental of the premises for exclusive use: ☐ Yes ☐ No

Rental cost: 2 hours 600 zł. Each additional hour - 300 zł.

Attention: Reservations that require preparing meals for more than 16 adults require renting the premises for exclusive use. If the premises are not rented for exclusive use, we can only guarantee the amount of spaces that is stated in the order.

7. Birthday invitations for the guests 3 zł /piece ☐ Yes ☐ No Number of ordered pieces _____

8. 10% service fee is added to the final price of the event organised in Polana.

1. Reservations of the preliminary date of the birthday can be made in person, by phone (+48 666 266 258) or through e-mail: urodziny@polana-wilanow.pl
ul. Klimczaka 5 lok. 81, 02-972 Warszawa | Phone No. for activities and birthdays: +48 666 266 258, Phone No. of Klubokawiarnia Polana: +48 22 402 20 24 | Mail: kontakt@polana-wilanow.pl
2. To guarantee the reservation, an advance payment of 500 zł must be made (it can be paid on-site in cash or by a bank transfer to the bank account of Klubokawiarnia Polana: IGN BANK Śląski S.A., account No.: 32 1050 1025 1000 0092 3895 8707). Kindly include the date and starting hour of the ordered party and the name and surname of the Client in the title of the transfer.
3. Transferral of the advance payment is seen as acceptance of the Birthday Planning Rules.
4. The Birthday Planning Form and the signed Birthday Planning Rules must be delivered in person or through e-mail no later than 10 days before the date of the planned birthday party.
5. The deposit paid by the ordering party is non-returnable and it is not possible to transfer it to another date.
6. In case of cancellation of the party by the Organizer, the advance payment will be returned to the Client in full.
7. Execution of the action described in point 6 of these Birthday Planning Rules exhausts the Client's claims in case of cancellation of the birthday party by the Organizer.
8. A separate birthday room, prepared for the kids event, is available exclusively for 2 hours for the Jubilat and his guests. The arranged number of tables in the Cafe for adults is also at the disposal for 2 hours.
9. We start the party and finish it on time. Time is counted from the set time of the event, not from the moment the guests come. The party lasts 2 hours (or more in the case of other arrangements with the organizer). Guests can stay in the room 15 minutes more. Over this time, a fee is charged: PLN 150/each hour commenced - facility with no exclusivity; PLN 300/each hour commenced - exclusive facility. The extension of the event should be agreed in advance with the organizer.
10. The final number of children participating in the party and the chosen birthday scenario shall be confirmed by the Client no later than 4 days before the planned party.
11. Klubokawiarnia Polana is meant for holding birthday parties for no more than 22 children at once. In case of arrival of more than 22 children (although no more than 25 children are permitted), Klubokawiarnia Polana is not responsible for the discomfort caused by the abnormal usage of the birthday room.
12. During the birthday party, the children are uninterruptedly kept under the supervision of the parent or guardian who organized the party, who is also responsible for the safety of all invited guests.
13. The remaining sum calculated on the basis of the resolutions of this agreement is payable on the day of the party.
14. There is an option to close the premises for the duration of the party, the cost of which is agreed upon individually.
15. Brining own food and drinks to the venue is not allowed.
16. Brining your own cake to be served by the staff of Polana is allowed by the Organizer. For sanitary reasons, a declaration of not issuing claims concerning the quality and origin of the cake must be signed.
17. Birthday entertainment is led by entertainers with the right knowledge, qualifications and experience necessary to fulfill the order. The entertainers will bring all necessary items, rewards and professional equipment necessary to organize the games themselves.
18. All participants of the party are subjected to the rules of the café in Polana.
19. The Client gives his consent to processing of personal data. This data will be processed by Klubokawiarnia Polana, the administrator of the data. The providing of personal data by the Client is an act of free will. The Client was informed about his right of insight into his personal data and of correction of it. The personal data will be processed for the purposes of completing this order, in accordance with the Personal Data Protection Law of August 29th, 1997 (OJ of 2002, No. 101, pos. 926).
20. These Rules are an integral part of the Birthday Planning Form of Klubokawiarnia Polana.
21. The Client and planner of the birthday party is subjected to the prices set out on the day of the filling out of the Birthday Planning Form.
22. ☒ I give consent / ☐ I do not give consent for the usage of my child's image formed during the realization of the birthday party in the form of sharing it through social networking sites/other electronic media (the website) by Klubokawiarnia Polana.
23. I do agree for processing my personal data necessary for organization of the party, according to General Data Protection Regulation
24. This Data are going to be processed by: eMKA Małgorzata Kulanica, Warszawa, ul. Zapłocie 23A lok.1
25. I state that I was informed about my rights to review, modify and completely erase my personal data.

Additional arrangements (all additional arrangements have to be included in this form in writing, otherwise they will not be considered as valid arrangements).

I declare that I have read and accept the Birthday Planning Rules of Klubokawiarnia Polana:

The Client's signature _____

The Organizer's signature _____

Date _____

Date _____

FINAL SETTLEMENT (filled by the Polana employee)

Value of the order: _____ Value of additional orders during the event: _____

Amount of paid deposit: _____ Date of deposit payment: _____

The remaining amount to pay _____