

# Swedish Cottage Marionette Theatre



Swedish Cottage Marionette Theatre \* West 79<sup>th</sup> Street and West Drive, New York, NY 10001 \* (212) 988-9093



The Swedish Cottage Marionette Theatre is produced by the City Parks Foundation

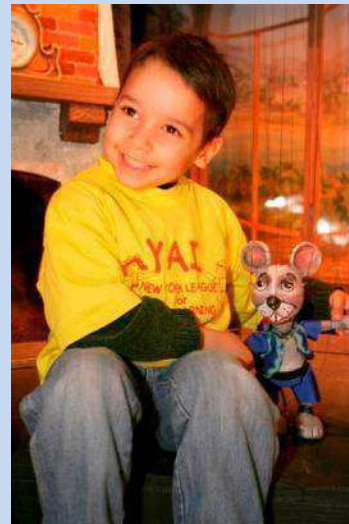
[www.CityParksFoundation.org](http://www.CityParksFoundation.org)

City Parks Foundation (CPF) is the only independent, nonprofit organization to offer park programs throughout the five boroughs of New York City. We work in over 750 parks citywide, presenting a broad range of free arts, sports, and education programs, and empowering citizens to support their parks on a local level. Our programs and community building initiatives reach more than 600,000 people each year, contributing to the revitalization of neighborhoods throughout New York City.

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# Inside the Cottage



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# Pricing

The price for a party is **\$800**.

This includes:

- A private showing of the current production
- **Rental and usage of the party room for a maximum number of 75 people**

The party room is equipped with:

- Child-sized furniture that can seat 30 children comfortably
- The use of a small microwave and refrigerator
- One large table (7' x 30")
- Five small tables (5' x 32")

**\*Price does not include food, drinks or decorations\***



# Booking

If a party is booked **more than 3 weeks** in advance, a 50% non-refundable deposit must be paid via credit card. The remaining balance can be paid on the date of the event via cash, check, or credit card.

If a party is booked **less than 3 weeks** in advance, the full dollar amount must be paid with a credit card when the reservation is placed and this full amount is not refundable.

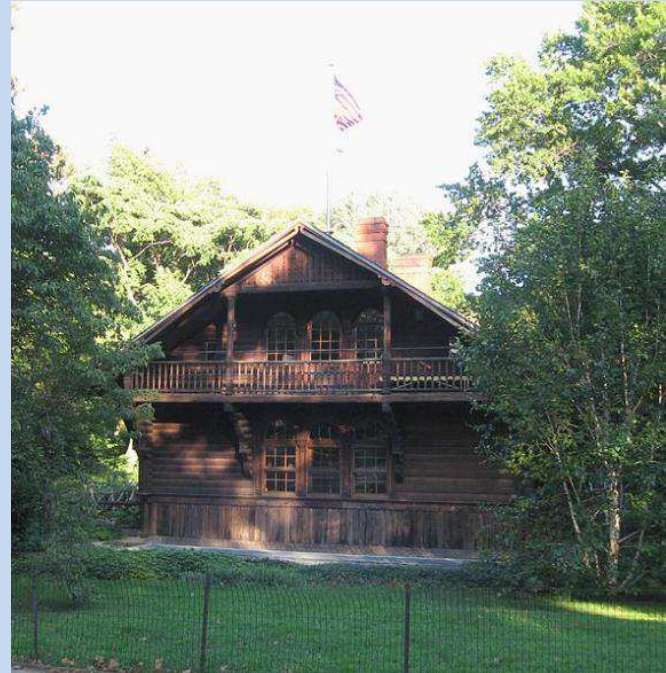
If you want to extend your party beyond the standard time, each additional hour will cost \$200. This option is only available for the afternoon parties.



# Cancellation Policy

Birthday parties must be confirmed with a 50% non-refundable deposit. If you have not confirmed your birthday party within **2 business days** of your initial hold, the Swedish Cottage Marionette Theatre reserves the right to cancel.

Since the deposit is non-refundable, SCMT is willing to re-schedule your event for a future available time and date if we are given at least three weeks notice prior to original event date.



# Party Set-Up

It is recommended that you tell your guests to arrive 15 – 30 minutes before the party to ensure they have time to locate the venue within Central Park.

<b>Morning Schedule</b>	<b>Afternoon Schedule</b>
<ul style="list-style-type: none"><li>• 9:30 AM – Arrival and set-up</li><li>• 9:30 – 10:00 AM – Guests arrive</li><li>• 10:00 – 11:00 AM – Showtime</li><li>• 11:00 – 12:30 PM – Party room time (including cleaning up)</li></ul> <p><b>For the morning schedule, you do not have the option to extend your party.</b></p>	<ul style="list-style-type: none"><li>• 2:30 PM – Arrival and set-up</li><li>• 2:30 – 3:00 PM – Guests arrive</li><li>• 3:00 – 4:00 PM – Showtime</li><li>• 4:00 – 5:30 PM – Party room time (including cleaning up)</li></ul> <p><b>For the afternoon schedule, you have the option of extending your party at the rate of \$200/hour.</b></p>

**Weekday parties are available. Call for information.**

**You are responsible for the cleanup of your party.**

**Trash bags will be provided.**



# Deliveries

The West Drive in Central Park is closed to cars on weekdays from 10 AM – 3 PM, and all day Saturday and Sunday.

For patrons who wish to transport refreshments and decorations during the above hours, please deliver your items on foot.

Patrons are allowed to bring non-perishables items to the cottage on the Friday prior to their party.

**Please call to coordinate your delivery:  
(212) 988-9093**

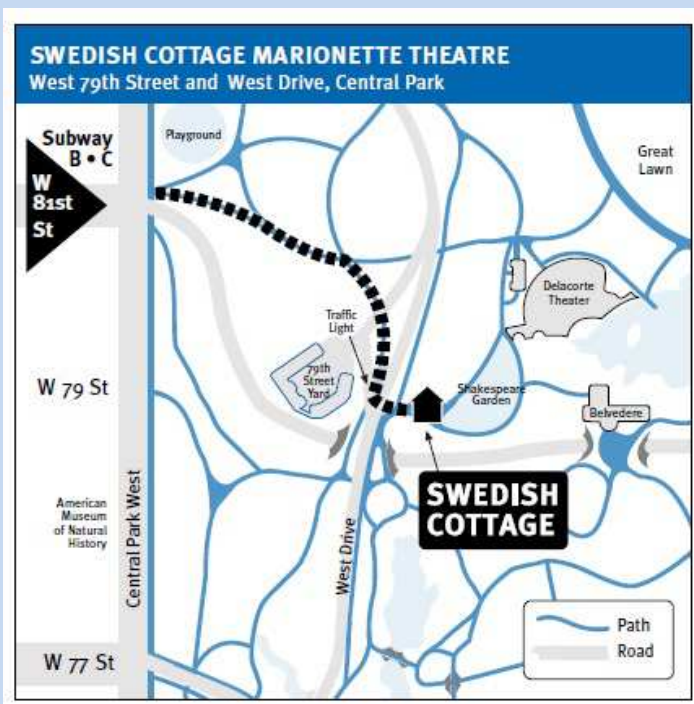




# Directions

If guests are coming by car or taxi, they should be dropped off at 81<sup>st</sup> Street and Central Park West. Please do not have guests dropped off on the West Drive of Central Park, as it is closed to cars on weekends.

The closest subway is the B/C train at 81<sup>st</sup> Street.



Maps and walking directions from the East and West Side can be found at: [www.CityParksFoundation.org](http://www.CityParksFoundation.org)

# General Rules

- You will be responsible for admitting your guests into the building and for keeping the front door locked at all times. Do not let people into the venue that are not part of your party. The Swedish Cottage Marionette Theatre staff will not be available to watch the door for you.
- You will be held responsible for the conduct and actions of all guests, invitees, or other individuals attending your party.
- Children must be supervised by an adult at all times.
- Don't leave your valuables unguarded, the venue is not responsible for lost or stolen items.
- No food or drinks are allowed inside the performance space.
- Video-taping is prohibited during the performance. Photography is allowed.
- Balloons are not allowed in the performance space, but are allowed in the waiting area and party room.

# Contact Us

**Give us a call so we can make your birthday party the talk of the town!**

**(212) 988-9093**



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# Preferred Vendors

<b>Ray's Pizza</b> 462 Columbus Ave. (between 82 <sup>nd</sup> & 83 <sup>rd</sup> St.) New York, New York 10024 (212)873-1135 (212)873-1134	<b>Primo Pizza</b> 57 West 84 <sup>th</sup> street (off Columbus) New York, New York 10024 (212) 874-2000	<b>Andy's Deli</b> 418 Columbus Ave. (between 80 <sup>th</sup> & 81 <sup>st</sup> ) New York, New York 10024 (212) 799-3355
<b>Balloons &amp; Parties</b> By Caroline Party Planning With a Personal Touch Invitations, decorations etc. (212) 799-1223	<b>Balloons to Go</b> 200 West 24 <sup>th</sup> street # 304 New York, NY 10011 (212) 989-9338	<b>NYC Balloons</b> <a href="http://www.BalloonNyc.com">www.BalloonNyc.com</a> Jeff Hersh (212) 242-5900

\* Note: The above vendors are familiar with catering and deliveries to the Swedish Cottage Marionette Theatre.\*