

# Grapevine Placement Agency

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## SPECIAL EVENT RESERVATION FORM

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### Rates are as follows paid directly to the Nanny (cash):

\$14 – \$30 per hour per Nanny, depending on the ages and number of children

- \$20 traveling fee per Nanny.
- Minimum four (4) hours per sitting.
- Gratuity is optional.
- To accommodate the reservation, one is able to pay the Nanny through the agency with a credit card; a 10% service fee will be added to the total amount due. Please circle: YES NO

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### Agency Rates per Nanny:

For every hour the nanny works, \$12 is paid directly to the agency (\$48 minimum per nanny). Fee is charged to your credit card.

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### Grapevine Placement Agency Policies:

- ✓ More than four (4) children require additional Nannies. No more than two (2) children under the age of 18 months per Nanny.
- ✓ All fees are assessed per event
- ✓ Time-and-a-half if service exceeds 8 hours per sitting & Holidays. Double-time if service exceeds 12 hours per sitting.
- ✓ \$15 processing fee for cancellations per nanny. 1-week cancellation required for all special events. If there is not a 1-week notice, the 4-hour minimum, in addition to a 10% service fee will be charged to the credit card per Nanny
- ✓ If immediate payment is not made directly to the nanny, the parent/guardian agrees that the agency will charge their credit card the following: 20% gratuity to the nanny & 10% service fee to the agency will be added to the total amount due.
- ✓ Gratuity is optional if payment is made directly to the nanny.
- ✓ Please notify the office for additional requests, as well as time changes.

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### Baby Equipment Rentals (Please call for prices):

\*Sanitized & Safe Baby & Toddler Equipment

\*Cribs, Car Seats, High Chairs, Strollers, Toys & More

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### Please complete the following to book a reservation:

Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name of the Event: \_\_\_\_\_

Coordinator's Name: \_\_\_\_\_

Contact Number on the date of the event: \_\_\_\_\_

Date(s) & Time(s) of Service: \_\_\_\_\_

Location: \_\_\_\_\_

Ages of the children: \_\_\_\_\_

Credit Card Number (Visa/MC): \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

Any additional instructions or directions that we should be aware of: \_\_\_\_\_

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The Nannies will entertain the children. Our Nannies are accustomed to working with large groups of children of all ages. They have been successful in making the event as fun as possible for all. If requested, they will have games, books, movies and arts and crafts (for an additional fee).

Please let me know if I can be more of assistance to you. For a guaranteed reservation, please fax or e-mail the form as soon as possible. Thank you so much for choosing Grapevine Placement Agency & Travel'n Tots. We look forward to working with you!