

KeepSakes Pottery Playhouse Party/ Group Contract

Date of Party _____ Time of Party _____ to _____ AM/PM

Guest of Honor _____ If child, Age _____ Occasion _____

of Attendees _____ Type of Party (circle) **POTTERY** **PAINT ME TEES**

PARTY HOST INFORMATION:

Name _____

Phone _____

Email: _____

1. **Parties** require a minimum of ten painters. If attendance falls short a \$8 fee will be added for each absent painter. Six painter minimum for a **Group Reservation**.

2. A non-painter studio fee of \$5.00 per person will be charged for guests choosing not to paint. This fee will be the responsibility of the party host. (Exceptions will be made for parents accompanying painters under the age of seven and Grandparents of the guest of honor). Seating is limited and parents/grandparents will be asked to stand.

Party Host Initials: _____

3. Your pottery will be ready for pick up approximately ten days after the party. We cannot be held responsible for items left over 30 day after the pick-up date.

4. Party Hosts are welcome to bring food, beverage, decorations and favors. Complimentary black table linens will be provided for your refreshment and gift tables.

Group hosts may request a refreshment table with black linens for a \$20 fee per table.

Adult after hour events may serve beer and wine.

5. A \$50 non-refundable deposit is required to reserve a party date and time.

A deposit is not required for Group Reservations.

6. The Party /Group Host assumes the risk for any breakage or damage by guests.

7. The party is contracted to begin at the scheduled time. Please ask that your guests arrive and depart on time. We recommend ninety minutes for most events. Additional party time may be purchased at \$15 per half hour. Party hosts are allowed 15 minutes prior to the party for refreshment set up and 15 minutes following the party to gather your belongings.

8. KeepSake does not charge a facility rental fee for parties or events unless the party exceeds ninety minutes. KeepSakes staff will make every effort to keep your party on schedule, however it is ultimately the party host responsibility.

9. As party/group host I understand my responsibility for the entire cost of the party or group event. My budget will be predetermined before the guests arrive. A KeepSakes party assistant will ensure my budget is maintained.

Party Host _____ Date _____