



27 SOUTH PARK AVE. | PLYMOUTH, MA 02360 | 508-591-5133 | MIYSTUDIO.COM

## PRIVATE EVENT REQUEST & AGREEMENT

Everything You Need to Know About Private Events

**DEPOSIT:** A 50% non-refundable deposit is due at the time of reservation.

**BALANCE:** The remaining balance is due 10 days prior to the event when attendee list is confirmed. The balance can be paid online, through Venmo, or a check made out to MIY Studio.

**RATES:** Private Event rates vary depending on workshop. Most events range from \$45-\$75 per attendee and include all materials and supplies.

**ATTENDEE MINIMUM & MAXIMUM:** Our Private Events require a minimum of 10 participants. We can accommodate smaller groups, but the minimum booking rate for 10 applies. Our main studio space comfortably seats 24, but some workshops need space to accommodate large projects.

**RESCHEDULING:** Private Events require 30 days' notice to reschedule without charge. Any Private Event that must be rescheduled within 30 days to the scheduled event will be charged a \$100 rescheduling fee. Additionally, the remaining balance will be due at that time.

**CANCELLATION:** Should you decide to cancel your Private Event your deposit will not be refunded. See DEPOSIT above.

**PRIVATE EVENT SPACE:** Unless otherwise arranged, all events take place in our main studio area on the upper level.

**ADDITIONAL GUESTS:** Please notify us of any additional guests that would like to attend and we will make every effort to try to accommodate them. Payment for additional guests must be arranged via check, cash, Venmo or online payment prior to the Private Event

**GUEST CANCELLATIONS OR NO SHOWS:** There will be no refund or credit provided for absent attendees. In most cases, spots are transferable and we encourage all Private Event hosts to fill any vacancies they have in this way. If a Host is unable to fill their vacancies, attendees may be able to make additional pieces using the materials purchased for the absent attendees. The Private Event host and Instructor will agree decide how to proceed.

**CHECK IN:** Check-in is 15 minutes before the start of your Private Event booking time. We recommend that your guests arrive just 5 minutes prior to the booking time.

**MINIMUM AGE:** You must be at least 18 years old to host a Private Event and sign the "MIY Studio Private Event Agreement."

**SUPERVISION:** MIY Studio and its staff members are not responsible for the care and supervision of minors. At least one adult must be in attendance at all times and will be responsible for supervision and care of all minor attendees. MIY recommends a ratio of 1 adult per 6 minors, though older teens often need just one adult. MIY Studio Staff Members and Instructors provide instructions, guidance, and encouragement, and are committed to creating a fun, memorable experience.

**OUTSIDE FOOD:** Birthday cake, ice cream, and light snacks are welcome at MIY Studio. Please refrain from candy and gum with children. If planning to provide a full meal for attendees/guests, please let us know so we can provide extra space for food and discuss potential need to extend the Private Event booking duration.

**DECORATIONS:** Latex balloons and Piñatas are prohibited. Decorations like banners, tablecloths, centerpieces, themed plates and napkins, and Mylar balloons are welcome. These items can be set up prior to guests arriving.

**SMOKING AND ALCOHOL:** Smoking and vaping are not permitted at Private Events. Alcohol is permitted at Private Events where all attendees are 21+.

**SPECIAL REQUESTS:** We love creative ideas and generally try to accommodate special requests. Please let us know in advance so we can approve and make arrangements prior to the event. Special requests may include anything not specifically covered in this agreement.

**WHAT TO WEAR:** All of our events are creative and fun, and some have the potential to get messy! For events involving paint or resin, we encourage guests to dress in items they wouldn't be devastated to get a little paint on. We do have large aprons that cover chest and lap, but things can still happen. We advise against long, flowy sleeves and recommend bringing a hair clip or tie for those with long hair.

**SPECIAL NEEDS:** Please tell us of any special needs you or your guests may have. We are happy to assist in making accommodations. Please note that our main space is on the upper level, however, it is possible to host events on the main floor for wheelchair accessibility. Due to space constraints, Private Events may be limited to 10 people.

I have read, understand, and accept the rules and conditions listed in this agreement.

Printed Name:

Date:

Signature: \_\_\_\_\_