

## Craft Haus Special Event Agreement

### Reservations

- A minimum deposit of \$50 is required to reserve the date and time, which will be directly applied to the final bill.
- A signed copy of this form is required at the time of registration.
- Deposits are non-refundable and non-transferable for store credit.
- Events must be scheduled at least 14 days in advance.
- A la carte items or “extras” of any kind should be chosen at the time of registration in order to be guaranteed.

\_\_\_\_\_ (Initials) I understand all of the regarding reserving the event.

### Payments and Fees

- Final payment is due the day of the event with an addition of 6% sales tax and 10% gratuity. Additional gratuity may be given to our staff at your personal discretion.
- Understand that your event has been reserved for a specific amount of time. Outside of the time reserved for your event, we will charge an additional \$75.00 per half hour.

#### For parties at Craft Haus:

- A minimum of 10 guests are required to use our party room and receive our party rates; if fewer than 10 people show up, a 10-person minimum will still be charged.
- If Craft Haus orders food or additional items on your behalf based on your requested quantities, they must be paid for in full even if they are not consumed.
  - Our party room can accommodate 32 comfortably seated guests (only 19 guests during acrylic painting parties).
- If you desire to have a Full Studio Party (closing down the front of our store for complete party exclusivity), the amount of painters must be paid for based on your party package rate as well as an additional \$300 Closed Studio Reservation Fee. The Closed Studio Reservation Fee must be paid at the time of booking and will act as your deposit for your party. The Closed Studio Reservation Fee will not be applied to or taken off of your bill the day of your party. In the event that you cancel your full studio party or reduce your party to a standard event restricted to the party room, your Closed Studio Fee will not be refunded.

#### For off site events:

- For off site events, a minimum of 10 artists will be charged and no credit can be given for absent guests.
- A travel fee will be charged for events with less than 20 guests.
- For events within Palm Beach County, your travel fee will be based on distance from Craft Haus. For events outside of Palm Beach County, your travel fee will be based on your distance from Craft Haus in addition to a \$60 out of County fee.

\_\_\_\_\_ (Initials) I understand all of the regarding payment and fees for my event.

## **Planning**

• Your package type must be chosen a minimum of 2 weeks before the day of your event. The ability to change your event package once your reservation has been made is not guaranteed.

### For parties at Craft Haus:

- For your convenience, you may bring in your own decorations no later than 24 hours before your party begins for Craft Haus staff to set up on your behalf. Use of confetti, glitter, bubbles and fireworks is prohibited. Craft Haus will not permit affixing anything to the walls, windows, railings, floors, ceilings, etc. by any method (i.e. nails, tacks, glue, Velcro, etc.). Violations will result in damage fees.
- All additional decorations brought by the host must be dropped off no less than 24 hours before your event. Party hosts may only arrive 15 minutes before the party begins and any decorations brought at that time are not guaranteed to be set up. All decorations must be taken down within 15 minutes after your party's completion.
- Permission must be granted from Craft Haus to bring in any outside entertainers.
- If pizza is desired at the party, it must be ordered through Craft Haus.
- Adults are welcome to bring beer and wine into Craft Haus. Hard liquor is not permitted in any quantity. Alcohol consumption is intended only as a light refreshment and we ask that guests refrain from intoxication. Craft Haus staff retains the right to remove alcohol from any event that violates our policies.

### For off site events

For off site events not taking place at Craft Haus, we cannot provide any additional services beyond staffing and art materials. We are not responsible for decorations, food services, or party planning beyond your art project selection.

\_\_\_\_\_ (Initials) I understand all of the regarding planning my event.

## **During the Party**

- Craft Haus will begin giving instructions and distributing materials no less than 15 minutes after the events start time in order to keep the party schedule on track. Delayed guests are welcome to join in immediately upon their arrival.
- If a piece is broken during the party we will do our best to fix that piece, but an additional piece can not be provided. Party host may pay for an additional item if desired.

### For events at Craft Haus:

- Party hosts are welcome to arrive as early as 15 minutes prior to their event.
- Please understand we may have other events before or after your party. In order to keep everyone's party running smoothly we ask that you respect our time restrictions.
- The backdoor of our party room is not open for public access and may not be used at any point during the party for security purposes.
- The maximum capacity of our Private Party room is 40 people. If the total guests exceeds this number, Craft Haus Staff will require additional guests to leave the party. More than 40 guests in the Private Party Room is a fire code hazard and will be non negotiable.

- Once you have chosen your package for your event during the planning process, only those materials will be made available to you for your party.
- Guests may not browse our open studio shelves to choose additional items.
- For ceramic and mosaic packages, items will be ready for pick up 7 days after your event is complete.

For offsite events not at Craft Haus

- For off site events, Craft Haus will arrive 20 minutes before your event to set up our supplies. We will remain no more than 20 minutes after the set time of your party for clean up.
- Access to a sink must be made available to our staff.
- If you select a ceramic package, your items will be dropped back off to your location 7-10 days after the event.
- If you select a mosaic package, standard white grouting kits will given to each party guests.

\_\_\_\_\_ (Initials) I understand all of the regarding the day of my event.

\_\_\_\_\_ Host  
Signature Date

\_\_\_\_\_ Staff  
Initials Date