

Picasso Party Package

6 Guest Minimum

All parties have a minimum of 6 attendees. If attendance falls short of these minimums, the party host will still be charged for the minimum. Birthday party host/responsible parties are required to remain at Playful Potter for the duration of the party and are responsible for all attendees.

Party Times

The party is contracted to begin and end at the times you specify when making your reservation. The party room will not be available until 5 minutes before your party's contracted start time. Additional charges may be assessed, at Playful Potter's sole discretion, to parties that do not vacate in a timely manner. Regularly scheduled parties that run past Playful Potter's closing time will be subject to after hours fees and policies.

Party Host Responsibilities

Party host is responsible for the appropriate behavior of all guests and assumes the risk of any breakage. Party guests are required to remain in party area until picked up by parents or responsible party.

You are welcome to bring food to enjoy at your party. The host must provide plates, cups, napkins and silverware. Food may not be served during the painting/glass portions of the party.

Party Pieces Pickup

The party pieces will be ready for pickup by the PARTY HOST ONLY 5-7 days after party (date will be specified on receipt.) Items must be picked up within 30 days.

Picasso Package Details

1. The Picasso Party Package for \$22+tax per painter includes use of the VIP area or patio. Playful staff will set up, run the party and clean up. We provide one pottery or glass piece per participant depending on your package.

2. Our commemorative handprint plate featuring the handprint of the guest of honor and the fingerprints of all the guests is included.

Sending Invitations

1. We recommend that you send your invitations at least 2 weeks prior to your party.

2. Party hosts are encouraged to include the following information on their invitations:

- Party Date - RSVP Date (3-4 days before your party is recommended)

- Begin Time and End Time - Your phone # and/or email for guests to RSVP

- Our address, phone number & website (directions are available at www.playfulpotter.com)

- The following statement: "Parents should plan to drop off party guests at (insert party begin time) and pick them up at (insert party end time)."

3. To make it easy, we have printable invitations available on our website that includes all information and a map to the studio.

What to Expect When You Arrive:

1. The VIP area or patio will be set for the number of painters you have RSVP'd as your final count.

2. The party will be 2 hours for the Picasso Package with activities in the following order:

- Guests choose their items as they arrive from the party package you have selected;
- Painting instructions are given and items are passed out;
- Guests have a GREAT time painting for about the first half or a little over...it'll probably be the quietest party you've ever been to as they concentrate!
- Lastly, we clean up all of the mess for you!!

3. We recommend that you arrive only about 5 minutes prior to your party time. Parties are scheduled with 15 minutes in between which will allow us to clean up and reset. Arriving more than 5 minutes before your party time may mean that the room will not be immediately available. Plus....in our experience, those little birthday kids get awfully anxious if they have to wait too long before their friends arrive.

Some helpful items to remember:

If you wish to serve pizza or another snack at your party, food will be served after painting projects have been completed and the tables cleaned up. Painting and eating may not be done at the same time.

We provide everything that you should need...but don't forget your camera! These are memories you're sure to treasure!!!!

Privacy, Security and Refunds

PRIVACY POLICY:

We respect and are committed to protecting your privacy. We may collect personally identifiable information when you visit our site. We also automatically receive and record information on our server logs from your browser including your IP address, cookie information and the page(s) you visited. We will not sell your personally identifiable information to anyone.

SECURITY POLICY

Your payment and personal information is always safe. Our Secure Sockets Layer (SSL) software is the industry standard and among the best software available today for secure commerce transactions. It encrypts all of your personal information, including credit card number, name, and address, so that it cannot be read over the internet.

REFUND POLICY

A deposit is required to hold all reservations. Your deposit is applied toward total due and deducted on the day of the event or class. You will be responsible for payment of all remaining charges on the day of

your event or class. Reservations will not be made without a deposit. If you have a question that is not answered by the information on our website, please email us at manager@playfulpotter.com or call the studio at 775-356-5811 before making your purchase or reservation. A refund of the deposit can be requested. Refunds will be issued as store credit if staff is notified 24 hours or more before the date of the party. To request a refund, email manager@playfulpotter.com.