



Party and Events Terms & Conditions

- All parties will have a minimum of 8 painters.
- A party room reservation fee of \$50.00 must be paid upon confirmation of party date; is non- refundable and is not applied to any package.
- All party packages are based on a minimum painter requirement (including the guest of honor). You will be charged for each additional painter over the maximum number indicated on your party contract. The cost of all parties include one project per guest based on package chosen, supplies, instruction, and if applicable, glazing and firing.
- Parties include the private party room rental for two hours. The first hour generally will be staffed by a Creativity Cafe "party hostess". At the end of the first hour, tables will be cleaned off and you are welcome to have cake, drinks, and open presents if time permits.
- Drop-offs are encouraged for all kids' parties. Due to space availability and the number of people allowed in this space, please encourage parents to drop off their child for parties. Parties with more than 5 "non-painters" may be charged a \$5 per "non-painter fee" to be charged at the discretion of The Creativity Cafe employees.
- All party painters and guests must remain in the party room for the length of the event. Children and guests should not wander the store or take seating in the main studio intended for the general public. Parents of party painters who wish to stay may paint with siblings in the front of the studio or remain in the designated party room if space is available. All belongings, food, gifts and clothing must be stored in the party room area. Decorations hung on the walls must be removed after the party and trash placed in appropriate trash bins.
- The party is contracted to begin and end at the times as selected when reserving the party. Parties will begin at the time listed on the contract. Please ask your guests to arrive on time so that everyone may enjoy the party together.
- You are allotted 15 minutes before your party time to setup and 15 minutes afterwards to clean up. If you need more than the allotted time before or after the party, you may reserve the room for an additional fee. Extra rental time may be available for \$25 for each additional 30 minutes and should be requested before party date. Please keep in mind that there may be another party scheduled shortly after yours and you may not

have an opportunity to extend your party time. Timing of your event is critical, as the party after yours also is allotted 15 minutes to setup after your event.

- If your party runs past the contracted time, an additional charge of \$25 per thirty (30) minutes will be billed at the end of your party. If there is another event scheduled after yours, you will be asked to cease party activities, clean up and exit the party room and proceed to the main studio to complete any unfinished party paint project, if there is space available in the main studio. Party hosts and guests must vacate the Party Room at the scheduled end time of the party, unless agreed upon in advance by the studio staff.
- We will contact you to pick up your pottery party pieces within 10-14 days after your event. Please let your guest know that party pieces may only be picked up by the party host (you) and distributed to them at an arranged time. We have limited space to store pieces. Please help us by picking up your pieces promptly. We cannot be held responsible for breakage of items left over 15 days from the date of the party.
- Party host assumes responsibility and the risk for any breakage by their guests during their event. If your guest breaks their project you/they are responsible to purchase an additional piece should they wish to continue painting. We will fire any broken piece at the request of the party host but cannot guarantee the condition and/or end results of the piece. Pieces can only be glued after fired and will need to be done by party host once the piece is picked up from studio.
- Adult parties are BYOB, food and drinks are welcome! We ask that everyone drinking alcohol be 21 and reserve the right to express reservation about driving should we believe someone is intoxicated.
- For the enjoyment of all the guest at The Creativity Café we do not allow piñatas, noisemakers, confetti, silly string or glitter in party room or main studio. If you are providing goodie bags for your guests, please distribute as they are leaving.
- We do allow balloons and other decorations to be set up in the party room, however, we ask that balloons be left tied until the end of the party. **NO LOOSE BALLONS ALLOWED!** If a balloon is lost to the ceiling and the string is unreachable while standing on the floor, we have a strict policy against attempting to retrieve it. Party host will be responsible for any damages.
- Refunds and/or store credits will not be provided for pottery left over 30 days and deemed abandoned.

- Our Creativity Café Party Hostess' work hard to ensure you and your guests have a memorable experience. Please let us know if there is anything we can do to make your party the best it can be!
- We never require a tip for your party host, however if you receive excellent service and your party host does an excellent job, tips are acceptable and appreciated.

Cancellation Policy

The Creativity Café realizes that "Life" sometimes gets in the way! We will do our best to work with you to rearrange dates and times, space permitting, to accommodate rescheduling requests, but if you have to cancel; the following applies:

- If we are notified of cancellation 1 month in advance, we will offer a full refund of party package fee (does not include the party room reservation fee), minus a \$25 cancellation fee;
- If we are notified of cancellation within 15 days of event, we will offer a full refund of party package fee (does not include the party room reservation fee) minus a \$50 cancellation fee; and
- If notified less than 15 days in advance of event, no refund will be granted of party package fee (does not include the party room reservation fee) and amount will be converted to in-store credit for product purchase only (cannot be applied towards a party, class, workshop or special events registration).

I have received, understand and agree to the terms and conditions as indicated above.

Signature of party host: _____ Date _____

Special Notes: _____

