



Birthday Party Reservation Form

Thank you for choosing to celebrate your child's birthday with The Handwork Studio. We look forward to sharing fun, creativity and memories with your family and friends.

Parent/Guardian Name(s) _____

Child's Name _____

Age Child is
Turning _____

Home Address _____

Phone Number(s) **H** _____ **C** _____

Email _____

Scheduled Party Date _____

Your 90 minute Handwork Studio Birthday Party will run as follows:

-The first 60 minutes are allotted for guest arrival and crafting. Please inform your guests that the party will begin at the scheduled time and that they should arrive 5-10 minutes prior.

-The final 30 minutes are allotted for food and refreshments. Pizza, cake, cupcakes, juice etc. Arrangements can be made to craft for the entire 90 minutes should you choose not to have refreshments.

Party Consultation

A birthday party consultation is required before the scheduled event to finalize **1)** craft selected **2)** number of guests and **3)** food and refreshments. The consultation should be scheduled no less than a week prior to the event. If all of the details of your party are finalized at the initial consultation we will confirm by phone the **Wednesday** before your party. If not, we do require that you come in to the studio to finalize and sign all paperwork.

Event Scheduling

All parties are scheduled around our existing class schedule. There are a limited number of openings and availability and we will try our best to accommodate your request, however we cannot guarantee that the date you request is available. If you request a date and it is available you may reserve and secure it immediately with a non-refundable \$100 deposit.

*We can tentatively hold a date for 48 hours. If a deposit has not been made after 48 hours we will release the date and make it publicly available.

Guests

Your birthday party price of \$270 is for up to 10 children, including the birthday child. If your child is currently enrolled in an after school or weekend enrichment class at The Handwork Studio they are free. We can accommodate parties of up to 20 guests. Each guest over the included 10 is an \$20 per guest. This fee will be included in your final party balance to be paid at the close of your event. Please be advised that our space is limited and that we cannot exceed the maximum number of guests for safety reasons.

Our parties are intended to be drop-off, however we do welcome parents of guests to stay as long as they wish.

Payment and Cancellation

A \$100 non- refundable deposit is required at scheduling. Payments may be made with Visa, MasterCard, personal check or cash. Final payment is due at the end of the party. The balance will be the party price minus your \$100 deposit. Also, you are responsible for any additional amount accrued from additional guests at a rate of \$20 per person.

Cancellation must be finalized at least **7** days prior to your scheduled event. If you cancel less than **7** days you forfeit your security deposit to cover the cost of supplies and preparation.

Day of The Party

Please arrive no more than 15 minutes prior to the scheduled start time. Please bring with you any items that you would like to include for decoration i.e. balloons, streamers, banners, signs etc.

Party Details

Consultation Date & Time _____

Consultation With _____

Deposit Paid

Yes _____ No _____

Scheduled Party Date _____

Scheduled Party Time _____

Craft Selected _____

Number of Guests _____

Girls _____ Boys _____

Food

Pizza _____ Cake _____ Juice/Soda _____ Other _____

Utensils

Using Studio Supplies (included in price) _____

Bringing Own _____

I have read and fully understand the policies and procedure of The Handwork Studio

Signature

Date

THS Staff Signature

Date