

## Birthday Party Contracts

**Name(s):**  
**Date of Rental:**  
**Phone Number:**  
**Email:**

**Price: \$200**  
**Method of Payment:**  
 (mc visa debit cash cheque)

Inquiry Date:	Deposit:	Owing:	Date Paid:
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**Deposits:** At time of booking, half of payment is required for a deposit. Balance of rental fee due 2 weeks prior to rental date. Client has up to 2 weeks prior to rental to cancel booking and have a deposit returned. It is not refundable should the client, for any reason, change his/her mind about the booking after the 2 week deadline. Rentals booked within 2 weeks of the event, payment in full required. Payment may be made by debit, credit card, cash or cheque.

**Included in \$200:**

- 10 Children (any additional children \$15 extra for a max of 15)
- 2 hour time slot on Saturdays, times available 1pm-3pm \_\_\_\_\_ or 2pm-4pm \_\_\_\_\_
- Instructor to teach either clay \_\_\_\_\_ or Painting Acrylic Craft \_\_\_\_\_
- Juice/punch
- Table linens, cups, napkins, plates, and cutlery
- 2 Helium balloons- to be taken home by the birthday child
- Decorations in favourite colour(s) or can bring in themed decorations PRIOR to the date for our staff to set up
- 10 Loot bags (or more if more than 10 children)

**Clay project options, please circle one:**  
 Clay dudes/monsters    Animals    Lanterns    Pencil Holders  
 Vases    Wall Hangers    Characters from theme choice

**Client Responsibility:**

- Pay deposit upon booking date
- Pay balance owing 2 weeks prior
- Any special requests have been sent to the Station at least 2 weeks prior to date of rental, to ensure that rental is set up to client's satisfaction
- If a client chooses a clay project, clay takes approx. 2 weeks to dry and fire. Upon completion the Station will notify client, and client will pick up all pieces during our open hours of 9am-4pm
- The client is aware that they are to be present in the space provided, as business is conducted through the rest of building, and they use it at their own risk
- Clients will be held financially responsible for any damages incurred while present
- Clients are more than welcome to drop off ready to hang decorations the day before if they would like our staff to put them up. Need to be ready to hang, staff is not responsible for putting decorations together.

**Station's Responsibility:**

- Will ensure space is clean and stocked-floors, tables, chairs, kitchen, and washrooms
- Have instructor/host booked for rental
- Place table and chairs as required
- Hang all station decorations
- Ensure that craft/clay project is set up and ready
- Instructor/host should be present 10-15 minutes before booking
- Assist as required

I/we have read and understand the contract as presented  
 Client(s) \_\_\_\_\_ Date \_\_\_\_\_  
 Station Representative \_\_\_\_\_ Date \_\_\_\_\_