

Date _____
 Deposit Paid \$ _____
 Check# _____
 Credit Card Payment _____



TO DO:
 ◇ Create Invitations
 ◇ Order Favors
 ◇ Order Pizza
 ◇ Order Cake
 ◇ Buy Drinks
 ◇ Photo Op/ Face Paint
 ◇ Plan Games
 ◇ Order Crafts

BIRTHDAY PARTY RESERVATION REQUEST FORM

Contact Information:

Birthday Child's Name: _____ Age: _____ ◇Boy ◇Girl
 Name of the Main Contact/Parent: _____
 Mailing Address: _____ City: _____ State: _____ Zip Code: _____
 Phone: _____ E-Mail: _____

Party Details:

Party Package _____ Party Theme _____
 We will be making: _____
 Date ____ / ____ / ____ Time: _____

Prices are based on 15 children, 60-90 minutes of activity and 30 minutes for cake and celebration.

Would you like to have face paint or photo props? _____
 Approximate Number of Children Attending: _____ Ages: _____

Add-Ons:

Custom Favors: ◇ Yes ◇ No Custom Cake/Cupcakes: ◇ Yes ◇ No
 Custom Invitations: ◇ Paper ◇ Online Custom Theme: ◇ Yes ◇ No

One week after deposit is made, you will be sent an e-mail confirmation of all party information. Kreative Kids paper invitations can be picked up in our studio.

We plan to provide all included activities during your party. In the event that guests are late (more than 5 minutes after the start time) or the party activities take longer than expected we reserve the right to cancel the party games. All art and cooking activities will be done as scheduled. If you would like to continue the party we are happy to do so but please note there will be additional charges for every minute of extended time.

Important Information: *Initials and Signatures Required*

1. Payment can be made by cash, check, or credit card. Parties are not considered confirmed until a non-refundable \$100 deposit has been made. Final payment is due on the day of the party. The deposit will be deducted from the total due. _____ *initial here*
2. **In order for us to prepare, a final guest count is needed no later than 1 week before the party. Money owed is based on this number. In the event that a confirmed guest does not make it to the party payment is required for all guests included in the final guest count.** _____ *initial here*
3. If your party goes over the allotted time you will be charged \$10 for the first 15 minutes and \$1 for every minute over 15 minutes. _____ *initial here*
4. Disclaimer: In case of injury or accident of any kind at Kreative Kids Art and Music Academy I/ We, the parent(s)/guardian(s), of the birthday child, agree to not hold Kreative Kids, nor any of its employees or volunteers liable for its occurrence. I hereby release Kreative Kids, its employees and volunteers from all claims or damage which may arise out of any loss or personal injury to my child, myself, and or party guests while participating in Kreative Kids programs.

_____ *Signature* _____ *Date*