



Painted Pony Tea Room Party Agreement



Thank you for choosing the Painted Pony Tea Room for your party/event!

Our basic price is \$375 for two hours and up to ten party guests (including guest of honor). If more than ten are desired, the price for each additional guest is \$20 for planned guests (scheduled ahead of time) and \$25 for unplanned guests (attends at the last minute, day of event). If any younger or older siblings or other guests join in the party who are not scheduled to be part of the party already, there will be an automatic \$25 charge per participant.

Included in the package are invitations, decorations, Painted Pony's signature cake, keep-sake party favors, thank you cards, and an agenda that includes: themed dress-up clothes, party hair, party makeup, themed games, presentation of gifts, spotlight on gifts (guest of honor opens gifts for all to see), and a sit down tea-party featuring our signature "Byrdi-Flower Tea", Painted Pony Treats, and Edible Royal Scepter.

We set up, host and clean up while you attend, watch, enjoy, and leave with happy children! All we ask is that you show up on time, have a great time, and are ready to go at the end of your reservation so the room can be cleaned for the next party. Your party coordinator will remind you 15 minutes prior to the party end time that now is the time to say, "thank you for coming!" so that no additional charges should occur.

To accommodate parents/family of guests who wish to stay, adult party trays (for up to 10 adults) can be purchased with advanced notice: Choose from quiche (\$65.95), Chicken Salad Sandwiches or Egg Salad Sandwiches (\$65), Fruit (\$45.95), or Cookies (\$40). Of course, your guests are welcome to order off of the tea room menu at their own expense.

Please do not bring in any outside food, drink, decorations, glitter or confetti, or apply tape to walls, furniture or fixtures. These things are prohibited. **Absolutely no alcohol or smoking/tobacco products allowed, inside or out.** Thank you for respecting this policy. (Initial) _____

Party/event usage time equals 2 hours from the first minute of your event time. However, we know you want to set up before your guests arrive, so you may arrive 15 minutes prior to start time and remain 15 minutes after to gather items [Host(s) only]. Starting the first minute after that last extra 15 minutes, a charge of \$25 for any minutes up to 15 minutes will be charged, and additionally, \$25 per every consecutive 15 minute interval until the room has cleared.

If a date is desired and available on a day we're normally closed, and additional fee of \$100 will apply. _____

A deposit of \$100 is due at the time the party/event is booked that goes towards the party package price. If you need to cancel for any reason, \$75 of the deposit will be refunded as long as cancellation notice is given at least ten days prior to the event. The remaining \$25 is a non-refundable holding fee. Any time after the ten days prior to the party/event begins; no part of the deposit is refundable.

The remaining balance for the party is due in full by 3 pm ten days prior to your event. A credit card will be required to hold the event in case of **incidentals** like last minute changes to number of guests, over time fees, or damages to the property.***

I have thoroughly read, understand, and agree to the terms of this agreement as stated above.

(Signature) _____ Date ____/____/____

(Printed name) _____



Name of honoree: _____

Age being celebrated: _____

Type/theme of event: _____

Date of event: ____/____/____ Time of event: _____ Day of the week: _____

Date to be paid in full before 3 pm: (10 days prior to event) ____/____/____

Event fee: \$375.00

Cash/Charge Pre-paid deposit: \$100.00



Additional Guests Fee \$

Special Open Date Fee \$

Extra Platters Fee \$

Remainder of event fee: \$ 275.00

Total Balance Due \$

Date to be paid in full before 3 pm: (10 days prior to event)

____/____/____



Balance total (due 10 days before event): \$____.____

Cash/Charge/Check # _____ Date paid: ____/____/____

* **Note:** Your credit card information will be held in case of any incidentals (explained above) and charged accordingly if necessary. (Initial) _____

Name of parents/responsible party: _____

Address: _____

Phone number: _____ Email address: _____

Credit Card Information (for incidentals):

____ Expr: ____/____ CVC _____ Billing zip code: _____

