

Party/ Event Contract

Terms and Conditions

Reservations must be made 2 weeks in advance and are subject to availability of space. Parties can be scheduled Monday – Friday between 11am and 7pm, and Saturday/Sunday between 11am and 4pm, to allow time for proper cleanup before closing. With adequate lead time for scheduling we are happy to offer private parties in the evenings on Saturday. Saturday Night class requests must be approved by Manager or Lead Assistant to ensure staff are scheduled and available for the event.

Party/Event host may arrive 30 minutes prior to event time to set up/decorate.

Parties must be finalized 7 days prior to the event. This includes having an exact head count as well as having all craft details finalized. Failure to do so will result in a cancellation of your party.

Venue Access

Customers will have private space in our kitchen to set up decorations, have refreshments and open presents. The craft portion of the party will be held in our multi-craft shop. The multi-craft shop is not private(unless booked in advance for a Saturday evening) so please understand that other customers may be crafting in our studio. Please have all members of your party remain courteous of others who may be using the facility.

Cleanup

The following clean up is required:

- Make sure that the kitchen area is back to its original state (sinks are clean, counters and tables wiped).
- Place all brushes and palettes in cleaning tub and return all aprons and paints back to the cabinet.
- Place all trash (food items, wrapping paper etc.) in the trash can
- All food waste/spillage is to be cleaned up after the event.
- **Host is to check in with front desk prior to leaving facility, and sign contract. Failure to do so will result in an additional cleaning fee.**

Decorations

Parents may bring decorations as they see fit, with the following restrictions:

- Decorations may not be nailed to surfaces.
- Use of glitter or confetti is restricted to tabletop use and must be thoroughly cleaned up.

Additional Guests

The party's final price is based on the number of participating guests who attend the party. This number is to be finalized one week prior to party. If more guests show up on the day of your party, additional fees will be due.

Food & Drinks

You may bring food and beverages to serve during your party. Space is available for storing your items in our refrigerator and freezer. Alcoholic beverages are permitted, however must be drunk responsibly by individuals above the age of 21. All food and drinks must be removed from our facility at the end of the party. Any food items left in our facility will be thrown out. Food and drinks must be consumed in the designated food areas.

Guest Conduct

All guests are expected to behave responsibly at all times. Children must be supervised by an adult at all times. Childcare will not be provided by our staff during your party. McBride Commons will issue a single warning for unruly conduct prior to asking guests to leave the premises.

Liability

By signing this birthday party contract, you release McBride Commons and the Keesler Arts and Crafts Center from any potential liability. You agree to indemnify and hold harmless the McBride Commons and its employees from any damages, loss, or injury that may occur.

Party hosts are responsible for any damages caused by party attendees.

Acceptance

By signing this birthday party contract, you are submitting a formal request for a party reservation. Furthermore, you are agreeing to hold your entire party responsible for the terms of this contract without limitation. Please note that a reservation cannot be confirmed without full payment of the deposit listed in this contract.

Name

Signature

Date

Post-Party Signature **Failure to sign will result in \$25.00 cleaning fee**

Date

Party booked By (Staff member signature): _____ Date: _____

