
PARTY AGREEMENT

Our party packages can be reserved online, or can be reserved through our Classroom Manager. Reservations are taken on a first-come, first-served basis. Additional dates may be available that are not posted online, depending on classroom and instructor availability. Classes are scheduled Monday through Saturday. Please contact our Classroom Manager for additional dates. We recommend scheduling as far in advance as possible; however, we require at least a two-week notice to schedule your party.

Thank you for choosing Country Kitchen SweetArt for your celebration!

Important Party Key Points

- The classroom is available up to one hour after the class. This is an optional time for you to plan additional activities from the class (open gifts, eat cake, play a game, etc).
- We are not an allergy-free facility. Please make your guests aware. More information is available to print under the class tab.
- Make sure the classroom manager is always updated on guest counts so we have enough treats for all paid guests. Final counts must be given no later than 10 days prior to the party.
- \$185 is due on the date the reservation is made. Once party is reserved, there is a \$50 non-refundable fee should you need to cancel.

Party package includes party honoree +7 guests.

ADDITIONAL GUEST PAYMENT IS DUE 10 DAYS BEFORE THE PARTY.

Number of additional guests _____ x 15.00 = _____

PARTY PACKAGE INCLUDES:

- 45 - 60 minute class where each participant makes a candy piece, decorated cookie and decorated cupcake. (Limit one guest per registered spot.)
- Box to take treats home.
- Invitations (available online for downloading and printing)
- Celebration cupcake for party honoree and coordinating cupcakes for guests (18 count total)
- Ice cream cups
- Bottled water
- Place setting (cake plates, cups, napkins, and forks).
- Use of the classroom for 30-45 minutes in addition to the class time, for your party celebration time.

COST:

\$185 for the Birthday Party Package (includes birthday honoree and seven (7) guests)
Extra guests making and decorating treats: \$15 per guests (Maximum: 12 students decorating)

PAYMENT FOR ADDITIONAL PARTICIPANTS:

Final payment is due for the total number of guests participating in the class **no later than ten (10) business days** before the reserved party date. (Refer to the first page of this agreement.) If payment is not received by the final payment date, only supplies for the original guest count will be available for the scheduled party date.

RESCHEDULING & CANCELLATIONS:

- Cancellations of the party made more than five (5) business days will be issued a refund of the total amount paid minus a \$50 cancellation fee. No refunds given if party is cancelled less than 5 business days.
- In the event you need to reschedule the party, rescheduling for a later date must be made at least 5 business days of the original date of the party. Any request for rescheduling shall be charged an additional \$50 rescheduling fee.

SUPPLIES FOR GUESTS:

- Country Kitchen SweetArt will only have enough supplies available for the total number of guests provided to the classroom manager no later than ten (10) days before the party date.
- If guests have not RSVP'd by the required date, the party organizer is responsible for contacting those guests. If unexpected guests arriving the day of the party is a possibility, then we recommend consider planning for those guests by including them in the final guests count. Extra supplies will **not** be available for unexpected guests. As a reminder, **we do not allow two or more guests to share the treats they make and decorate**; each guest must decorate their own treats.

FOOD ALLERGIES:

- Country Kitchen SweetArt's classroom is **not** a food allergy-free kitchen/classroom. Due to safe food handling requirements, **Country Kitchen SweetArt does not allow any outside food products (commercially or home made) to be brought in for guests who participate in the class portion of the party to decorate or use in place of the treats or supplies provided in the class.** See attached **FOOD ALLERGY WARNING** information.
- The party organizer is responsible for informing all guests, prior to the party date, about this rule.
- Exceptions will not be made the day of the party for uninformed or informed guests.

BRINGING FOOD/BEVERAGES FROM OUTSIDE INTO THIS FACILITY:

- Outside food that will be served during the celebration time is allowed. Limited refrigerator and freezer space is available if needed.
- Food delivery for food to be consumed after the class and during the celebration time is permitted during retail store operating hours only. (See RETAIL STORE GUIDELINES for store hours.)
- Alcoholic beverages are not permitted within the facility.

DECORATIONS:

- If you choose to bring your own decorations, you will have **15 minutes** before your event reservation time to set-up decorations, and **15 minutes** after your reservation time to tear down. Types of decorations permitted and set up specifications and times should be discussed with Country Kitchen SweetArt's classroom manager at least 1 week before your party date.
- Party decorations are not permitted on the tables used during the class.
- Piñatas are not permitted in the facility.
- Please refrain from using confetti and/or glitter in your decorations or activities.

STARTING THE CLASS ON TIME and ENDING THE PARTY ON TIME:

- The start time listed on page one of this agreement is the time Country Kitchen SweetArt's instructor will start the class. The class time allotted is one hour; however, depending on number of students and ability of the students, the time may vary.
- Party organizer is responsible for informing guest to arrive on time. If guests arrive ten (10) minutes or more after the class starts, the party organizer is responsible for instructing the guests on how to complete treats already made or decorated.
- Party organizer is responsible for making sure the party ends on time.

CLASSROOM CONDUCT and SAFETY REQUIREMENTS:

- Party organizer is responsible for the behavior of all party guests and assumes full and complete responsibility for any and all injuries and accidents to persons that occur during both the class and party time.
- Party organizer and guests are expected to respect the property. Party organizer is responsible for any and all damages to the classroom, displays, property and equipment caused by their actions or actions of the guests that occur during the class and party time.
- Excessive noise, running and any type of unsafe behavior is not permitted at any time in the classroom.
- Sitting, laying or standing on tabletops or countertops (front and back black countertops) is not permitted.
- Cell phones must be silenced by all guests attending the party during the class portion of the party. If calls need to be taken during the class, guests may step outside of the classroom to take the call. We ask that guests participating in the class portion refrain from cell phone use (including texting) during the class.
- At the completion of the class portion of the birthday party, the party organizer is responsible for the party celebration time and any additional activities planned for the reserved party time. Instructors remain in the classroom to complete their duties and to supervise the party.

- Party organizer is responsible for having activities planned to keep the group entertained once the class portion is finished and until time of departure. **Maximum time allowed for a party, including the class, is 90 minutes unless otherwise noted.**
- Types of activities permitted should be discussed with Country Kitchen SweetArt's classroom manager at least 1 week before the party date.

RETAIL STORE:

- Store hours are Monday through Friday, 10 am—6 pm; and Saturday, 10 am—4 pm.
- Party organizer is responsible for ensuring all guests remain in the classroom during the reserved party time when the store is closed to the general public.
- Excessive noise, running and any type of unsafe behavior is not permitted in the retail store.
- Food and beverages must be kept in the classroom. Absolutely no food or beverages are allowed in the retail store area.
- If the store is closed at the time of departure, the party organizer and all guests must be escorted, by the class instructor, to the front of the store to exit the facility. The party organizer is also responsible for informing parents of guests who arrive after store hours that they will need to wait until the end of the party to enter the store when the instructor is available to unlock the front door. All guests must proceed directly to the classroom when the retail store is closed.
- **Note:** In case of an emergency when a guest or parent of a guest needs to enter the facility after hours, there is a doorbell that rings into the classroom. The doorbell is located on the outside wall on the far upper left side of the front entrance of the store.

PARTIES SCHEDULED FOR CHILDREN UNDER THE AGE OF 14:

- Children must be supervised by an adult at all times.
- Children are required to remain in the classroom during the times specified in the contract as the party time.
- An adult must escort children to the restroom. No more than three (3) children at a time are permitted to leave the classroom to use the restroom.
- Parties booked for children under the age of nine (9) require a minimum ratio of one adult to every three (3) children. Adults are expected to assist the younger children, as needed, during the class.
- Parties booked for children between the ages of nine (9) and thirteen (13) require a minimum ratio of one adult to every twelve (12) children.
- A Country Kitchen SweetArt instructor will teach a 45-60 minute class as noted. Party organizer and other adults at the party are asked to assist and supervise along with the instructor during the class, as needed.

Country Kitchen SweetArt staff have the final authority on the safety and conduct of guest and use of the facility. Disorderly or inappropriate conduct will not be tolerated. If disorderly or inappropriate conduct is not corrected immediately, the individual/individuals violating the rules will be asked to leave the property.

Next page must be completed and returned to Country Kitchen SweetArt to confirm your party reservation.

My signature below certifies that I have read, understand and agree to the guidelines and policies within this agreement. I also understand that I assume the responsibility for my group to do the same.

Signature: _____

Date: _____

**THIS PAGE MUST BE SIGNED AND RETURNED ON THE DAY OF THE PARTY.
KEEP PAGES 1 THROUGH 4 FOR REFERENCE; ONLY RETURN THIS PAGE.**

Please verify information below:

PARTY INFORMATION

Party Organizer's Name: _____

Name of Party Honoree: _____ Age: _____

Party Date: _____

Party Time: _____

**THANK YOU FOR CHOOSING TO HAVE YOUR PARTY AT
COUNTRY KITCHEN SWEETART!**

Classroom use only: Final guest count _____