



On the campus of Shady Grove United Methodist Church
4825 Pouncey Tract Road • Glen Allen, VA 23059
phone: 804.360.2687
www.center4creativearts.org
e-mail: center4creativearts@comcast.net

Birthday Party Contract

Parent's Name _____

Child's Name _____

Date of Party _____ Time of Party _____

Number of children expected _____ adults expected _____

Home phone _____ Cell phone _____

Email _____

Please describe any details pertinent to the birthday party:

Please initial the following:

___ I have read the attached guidelines for birthday parties.

___ I understand that the party is not reserved until the non-refundable deposit is paid.

Please sign and return with your deposit to the address above.

Signature and Date

Birthday Party Guidelines

- ❖ **Party time slots are for 2 hours total, including set-up and clean-up. Parties are suggested to be no longer than 1.5 hours to avoid extending the 2 hour time limit.**
- ❖ **The activity portion of the party is 45 minutes and should begin 15 minutes after the start of the party. Art activities may take longer.**
- ❖ **Party host must provide all paper products and utensils, food, and decorations (no confetti, please).**
- ❖ **Party hosts will have limited access to the kitchen (microwave, sink, freezer/fridge for temporary storage of food).**
- ❖ **Two rooms will be available for use: 1 for the activity (art or music) and another with tables set up for food/cake/ice cream**
- ❖ **A minimum of 2 adults must remain with the party at all times.**
- ❖ **A final head count of children MUST be given 3 days before the party in order for the correct materials to be ready for the party.**

Birthday Party Costs

- ❖ **Music parties are \$175 for up to 10 children. Additional children are \$7 each. Adults are free!**
- ❖ **Art parties are \$220 for up to 10 children. Additional children are \$7 each. Adults are free, but will not complete an art project, as part of the fee includes supplies for the project.**
- ❖ **If the party should exceed the 2 hour time limit, an extra charge of \$25 per half hour will be incurred.**
- ❖ **A non-refundable deposit of 50% is due upon reserving the party. The party is not considered reserved without a deposit. The remainder is due the day of the party.**