

# Party Reservation Form

**S'more Studio**

## Event Information

Date of Event: \_\_\_\_\_  
Time of Event: \_\_\_\_\_  
Number of Guests: \_\_\_\_\_  
Special Needs: \_\_\_\_\_

## Contact Information

Name of Host: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_

## Party Extras

Options	Price
Craft party package: _____	\$_____ (8 people)
Space rental (Minimum booking is 2 hours on the weekdays and 3 hours weekends)	\$100 (weekday) per hour \$120 (weekend) per hour
Party decoration	\$199
Custom theme decoration	Ask for a quote
Fresh popcorn	\$20 per bowl
Lemonade	\$20 per jar
S'more DIY	\$2.5 per order
Hot coffee	\$20 10 cups
Extra guest	\$40 per guest
Cleaning fee for craft party	\$50
Party invitation	\$1 per invitation
20-page event photo book (8"x8")	\$99
Event photo poster	\$69
Extra hours	\$100 (weekday) per hour \$120 (weekend) per hour
Cleaning fee for space rental	\$80 per hour
Total =	

## Payment Information

Date Deposit Paid: \_\_\_\_\_  
Amount Deposit Paid: **\$150**  
Check Number: \_\_\_\_\_  
Card Type:  Visa  MasterCard  
Card Number: \_\_\_\_\_  
Name on Card: \_\_\_\_\_  
Exp. Date: \_\_\_\_\_ Zip Code: \_\_\_\_\_

## Reservation Term and Agreement

1. We accept Visa and MasterCard. \$150 DEPOSIT and signed contract are required to reserve the date and our service. Final guest count and balance due 7-business days prior. Overtime hours and extra guests will be charged to card on the file. Applicable tax is applied to all bills.
2. I understand that the party coordinator will contact me 7 days prior to the party date to confirm the number of guests attending my party and S'more Studio will assign staff and prepare party activity based on that number and therefore I will not be refunded for guests that do not attend.
3. I understand that I will be charged an additional fee per guest the day of the party for any extra guests who attend. I understand that S'more Studio may not allow extra guests beyond the confirmed number if it is determined that the number of participants will be unsafe.
4. I understand that I am required to pay additional space rental fee of \$80/hr (weekday) or \$100/hr (weekend) if the entirety of my party has not left S'more Studio within 15 minutes of my scheduled party ending time.
5. I understand that I need to clean the space and arrange furniture back to the original condition. Any unusual or excessive cleaning will be charged to the credit card on file (\$80 per hour).
6. I understand that the repair and replacement of any furniture or property of S'more Studio will be charged to the credit card on file.

I have read and understand the rules and information detailed in the Reservation Term and Agreement. I hereby authorize S'more Studio to charge my credit for this service

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_