



Party Agreement

Parents Name _____

Name/ Age of Birthday Child _____

Address _____

Email _____

Phone/Text# _____

Date/Time of Event _____

Number of Guests _____

Party theme chosen _____

Deposit Amount _____

Location

We are a completely mobile event planning company and parties take place in your own home or chosen location, such as a park or party room. If you book an event with us and use a third party venue, you must cover any costs for said venue. We are happy to consult with your location provider to ensure all the details are thought through before the big day. You are responsible for all fees, permits, reservations, rentals, etc. that may be required to host your event at a location other than your home.

Service Area

We provide our services to those residents living in the Suffolk County area as well as Nassau County and NYC. A travel fee of \$30 applies to all locations 25-29 miles from zip code 11727. A travel fee of \$45 applies to all locations 30-39 miles from zip code 11727. A travel fee of \$60 applies to all locations 40-50 miles from zip code 11727.

Booking a Party/Deposits

Check the [Calendar](#) to see if your date and time is available then fill out the request form on the [Contact Page](#) and we will call you to discuss the details. You may also call us at (347)255-2436. Once you have decided on a date and theme download our party agreement form and make the \$100.00, non-refundable deposit which is required at time of your booking to hold your party date. We accept cash, check or credit card for the initial payment. This deposit will go towards the cost of your party. Once we have your signed agreement and deposit

your date is secured and we will contact you to discuss the details of your event. If your deposit has not been received within 24 HOURS your reservation will be lifted and the date will become available again.

Forms of Payment

We accept cash, check and major credit cards for deposits. Checks are NOT accepted as final payment, please use cash or a credit card when paying your balance on the day of your party before the start time. There is a \$35.00 fee for any check that is returned to us.

Arrival Time & Late Arrival

Please expect for us to arrive at least 45-60 minutes early for set up; this does not count as part of your party session. Our goal is to start your session and party on time. Your time starts once the first child is being serviced. We expect that the birthday child is there and ready. So please ask that all guests arrive 10 minutes early (or, at the very least, on time).

Late Arrivals: All attending guests will be welcomed into the party session, but will receive services up to whatever point the party has progressed to. All parties are on a timed schedule and we must stay on time to avoid any extra charges.

Cancellation/Rescheduling/Refunds

If you must cancel or reschedule an event due to illness or other unforeseen emergencies, we will gladly offer an alternative party date for your consideration. Your deposit WILL NOT be refunded under any circumstances

Inclement Weather

If your party is held on a day when severe weather is in the forecast, The Party Express reserves the right to reschedule your party and accommodate you with another party date.

Number of Guests

Our parties are designed and priced for up to 8 kids, including the birthday child. Additional guests over the minimum of 8 will cost an additional \$20 per child. Unfortunately, we will not be able to accommodate unexpected guests, as we prepare our parties based on the final head count given to us prior to the party. Please be sure to include siblings of the birthday child in your final head count.

****Maximum guests 12 children**

Photography

The Party Express reserves the right to use photographs taken at your event in any and all promotional media, whether now known or hereafter existing, controlled by The Party Express. As a host of a The Party Express party, you agree that you will make no monetary or other claim against The Party Express for the use of any photographs taken of your child (or children), your home and your guests.

Client Obligations

- a. Provide a safe and clean area for all activities.
- B. Remain with/near the party at all times.
- c. Provide a gathering place for parents of the guests who wish to stay.
- d. Provide a smoke-free, pet-free environment.
- e. Provide an unobstructed area for set-up and take down of your event.

Liability

The Party Express assumes no responsibility or liability for accidents or damages caused during your party. Your party host will work to ensure that your home and guests are treated in the most respectable manner. Our spa & beauty themed parties are for entertainment purposes only and are NOT performed by licensed nail technicians. We are an event planning company and our spa theme is very popular, however, our activities are limited to nail polish application only. If you are looking for a more in depth manicure or pedicure treatment, please contact your local nail salon for assistance as they are better equipped to handle your requests. The Party Express is not responsible for allergic reactions to wearing any costumes, lotions, makeup or any activity taken place before, during or after the party. It is the responsibility of the guest and/or guests' parent or guardian to inform the client of any allergies. Please notify us of any allergies upon booking your party so we can govern ourselves accordingly. The Party Express has provided this account of our policies and terms of service with the assumption that you have read and agree to our policies before reserving your party. Please ask for clarification if there are any questions regarding the above policies before reserving your party.

We thank you for choosing The Party Express, for your child's special day! We look forward to serving you!

I have read and agree with the above policies

Parent Signature_____

Date_____