

# the creative kitchen™

## Birthday Parties, Private Classes & Play Dates

Please sign and return via fax to 917.591.6591 or email to [candice@thecreativekitchen](mailto:candice@thecreativekitchen)

**Name of Event Requester:**

**Type of Event: --Choose One--**

**Name of Child/Host:**

**Age of Child/Host:**

**Date of Event:**

**Phone:**

**Time of Event:**

**Address:**

**Location of Event: -Choose One-**

**Email address:**

**Number of Children (*including host*):**

**Age Range of Children:**

**Number of Adults:**

**Party Theme: -None-**

**Make & Eat Menu Choice: -Choose One-**

**Cupcake Flavor Choice: Vanilla**

**2<sup>nd</sup> Make & Eat Menu Choice (*optional*): -Choose One-**

**A La Carte Add-on (*optional*): -None-**

**Additional A La Carte Add-on (*optional*): -None-**

**Additional A La Carte Add-on (*optional*): -None-**

**List all Dietary Restrictions / Allergies of every children participating in activities:**

**Does any child in your party have special needs or require any special accommodations:**

Yes

No

**Party Quote:**

**Deposit Due:**

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**Parent/Guardian Signature**

**Date**

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**The Creative Kitchen Signature**

## **Payment**

A non-refundable deposit of 50% is to be paid at the time of event scheduling. Payment in full must be made 14 days prior to event.

## **Short Notice Event Fee**

There is an additional fee for events scheduled within 14 days of event date dependent on size and scope of event. Events scheduled within 14 days of the event date must be paid in full upon scheduling. No refunds can be made on event made with short notice.

## **Cancellation Policy**

If a cancellation is made prior to 14 days of event date, payment will be refunded; less the non-refundable deposit and tax. No refunds will be made for event cancellations within 14 days of event.

## **Policy & Procedures**

- On the day of the event The Creative Kitchen team arrives approximately 30-45 minutes before the start time to set up the cooking activity.
- For in-home or private venue events, there must be cleared table space for each child.
- On site event add-ons are subject to availability and feasibility. Day of additions must be paid in cash or check directly to The Creative Kitchen team leader at the event.
- Parents of participants must sign The Creative Kitchen waiver prior to cooking activity.
- The Creative Kitchen is not responsible for damage to venue.