

WELCOME!

We are so excited you booked a HFA party! Thank you for your continued support of our family run business. Please take a moment to review our party policies. Send your signed copy back to the studio by 10am the Thursday of your Party Week.

BOOKING FEE

A \$50 non-refundable booking fee is due at the time of reservation. Your party does not get added to our party calendar until the booking fee is paid. The Booking Fee goes towards your party prep, set up, and cleanup and is not deducted from your final bill.

DURATION

Please inform your guests of the start and end time of your party. Parties will begin promptly at the start time and end at the designated end time. Kids Parties are 1.5 or 2 hrs. Adults are 2.5 hrs.

EXTRA TIME

Please schedule additional time at the time of booking or no later than 1 week from your party. Additional time on the day of your party is at the discretion of your party host, if not booked ahead.

Extra time is automatically billed when parties run 15 minutes over the scheduled time. In order to avoid being billed for extra time, the area must be vacated no later than 15 minutes after your scheduled end-time. Extra time is billed to the host of the party in 30 minute increments at \$40 per 30 minutes. HFA may run multiple parties throughout the day and must make sure one party's time does not run into another party. Thank you for your understanding.

FOOD & BEVERAGES

You are welcome to bring any food, beverages, or light decorations 15 minutes before the beginning of your party. There is a standard refrigerator/freezer available for your use. Please be sure to bring utensils, plates, cups, serving ware, and candle lighters as HFA DOES NOT provide these.

KIDS PARTIES

*Hosts may arrive 15 minutes before party to setup. Encourage guests to arrive 5-10 minutes before start so they can settle and we can begin on time.

* Parties are drop-off for guests. Max of 3 parents/adults/non-participants in the party room during the art making portion of the party. There will be a \$5 fee for each extra adult in party room.

*Canvases are often pre-traced. Having your exact numbers is important for us to do this.

Should your party size drastically decrease in guests from the time of our confirmation and the event, HFA reserves the right to charge the party host for ½ the price of the original party size.

*Party Host will be contacted when pieces from children's parties will be wrapped, labeled, and bagged for pick up. (Pottery, Fused Glass, Clay). ****Party Pieces left at the studio past 30 days will be disposed of.***

*Employees will give instruction and MONITOR your party. They may not be in the area the entire time. Children under the age of 12 MUST be supervised by an adult at all times. HFA Staff is only responsible for the making portion of the party. Food and present portion are the Parents responsibility.

*Children MUST remain in the party area at all times. This is for the SAFETY of the children.

*Guests' parents or family members are welcome to create their own art in the studio during the party. However, we cannot reserve tables in advance. Guests' parents or family members are also welcome to sit in the studio area, but should keep in mind that tables are made available to creators when needed. They are welcome to the party room after the making portion is complete to participate in the food and celebration.

*Due to local childcare ordinances at least one parent of the kid whose party it is, must remain in the party room the entire length of the party.

*All participants must be present at the time of the party to participate in the art making. We do not send "extra" projects home.

*Please feel free to put our phone number and/or website information on your party invitations. There are party invites available for download on our website under Parties.

301.732.6943 www.hotfiredarts.com

ADULT PARTIES

*The Adult Mixed Party (AKA Adult Free Style) has party spending minimum of \$30 per participant. If party spending minimums are not met by the group, the balance due is the responsibility of the host.

*Unfinished pieces must be taken home. Party attendees may return to finish them on a separate visit at no additional charge.

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TIPPING

Our instructors work hard to create an amazing party experience for you and your guests. Gratuities are greatly appreciated by these hard working staff members.

PARTY ROOM

*Dangerous, destructive behaviors and excessive noise will not be tolerated. If guests are unable to refrain from behaviors that put others in danger, or are disruptive to our other customers, your party may be asked to leave.

*We are not responsible for food left in the refrigerator or freezer or personal belongings left in the studio.

*The party area will be set up to seat the participating attendees in your party. If non-project creating guests (parents of the kids attending, etc.) wish to stay in the building for the duration of the party, they are welcome to sit at vacant tables in the studio area, but must follow the seating policy in the studio area. This policy states that non-project creating guests may sit in the studio area as long as there are no customers waiting to create that are in need of a seat. In the event that the studio is extraordinarily busy, non-project creators will be asked to surrender tables.

*We do not allow Piñatas, silly string, confetti/glitter canons in the studio. Balloons, signs, tablecloths, banners are all good. Hosts is responsible for all plates, cups, bowls, cutely, cake knives, serving utensils, matches. We just don't know your themes and you'd be better at all that anyway.

*If you actually read all of these policies, put a smile face after your name when you send the form.

CANCELLATIONS

*Cancellations made within 48 hours of the party can be reschedule. No refund or store credit is given.

*Sometimes the unexpected happens, and HFA will accommodate you when possible. For ACTS of GOD: inclement weather, sudden illness, death in family- your party may reschedule to a later date contingent on date and time availability.

This Policy is emailed to all party's as part of their confirmation email.

Thank you for support our local family owned business!

Hot Fired Arts

_____ I have read and agree to abide by HFA Party Policies.

_____ I do not currently require extra time for my party.

Name: _____

Signature: _____