

## *Once Upon a Tea Cup, LLC*

### *Policies and Procedures*

***Deposits and Payments:*** A 25% deposit is required to reserve your party date and time. The deposit must be received within **ten** days of booking your party and it is **non-refundable**. The remaining balance is due in cash or money order on or before the party date. There will be a \$25.00 charge for any checks returned.

***Cancellation:*** In the event you need to cancel, we will arrange another date for your party. Remember the 25% deposit is **non-refundable**, but we can reschedule the party within **thirty** days of the original party date.

***Severe weather or illness:*** Once Upon a Tea Cup will reschedule your party in the event of severe weather or illness. Your party will be rescheduled according to availability.

***Minimum Attendance:*** Parties are planned for **eight** children birthday girl included and pricing is determined according to this number rather than a one person basis. If less than eight children attend the price remains the same. If one of your guests brings an unexpected guest we will accommodate them for an additional \$20.00.

***Maximum Attendance:*** You are allowed to invite up to twelve children birthday girl included. There is an additional cost of \$20.00 per child over the number eight. We strongly recommend maintaining twelve children per party, as parties can become overwhelming for children. However, Once Upon a Tea Cup can accommodate larger parties if required.

***Special Diets:*** Once Upon a Tea Cup is not responsible for allergic reactions or any other medical reaction from wearing the costumes, or make-up, consumption of refreshments, or any other activity taken place before, during and/or after the party. Please confirm with your guests concerning any allergies they may have.

***Supervision:*** Party coordinator will promote good manners and proper behavior; however, you as the host will be ultimately responsible for the children's behavior. We ask that an adult be in the home at all times during the party.

***Your Obligations:** The location of the party must be a smoke-free environment for the health and safety of the children. We require two tables: one for a craft session and one for the sit-down affair. If tables are not available please contact us to make arrangements.*

***Attendees Wear:** Costumes are designed to go over their own clothes. We will not allow the children to get undressed. For best fit we recommend the children to wear leotards or a bathing suit for a more comfortable fit (not mandatory). Once Upon a Tea Cup requires a host or a parent to assist the children with costume changes.*

***Liability for Damage:** Although accidents happen, if anything belonging to Once Upon a Tea Cup is damaged due to do negligence, then you will be charged for replacement cost. We appreciate your consideration by ensuring that our property is treated gently and carefully.*

***Arrival and Departure Times:** Please have your guests arrive ten minutes prior to party time.*

*Once Upon a Tea Cup, LLC assumes no responsibility or liability for accidents or damages. Party coordinator will provide you with a memorable event. Please make sure that you check with your guests for any special accommodations they may have.*