



AN AGREEMENT WITH THE SCRAP BOX FOR YOUR CHILD'S BIRTHDAY PARTY

PLEASE READ CAREFULLY THE IMPORTANT INFORMATION BELOW:

Child's name: _____ date: _____ time: _____

The Scrap Box host will work with you and your child to ensure a super birthday.

Host's Name: _____ Phone #: _____

Your 2 hour-long party will consist of the following elements:

1. Parents' set-up time: arrive 15 minutes before the start of party for set-up.
2. First 15 minutes: guests arrive, make name tags, put names on goodie bags.
Assign one adult to greet guests at the front door. Kids may do a simple warm-up project if time allows.
3. Main craft project. Allow 15 – 30 minutes, depending on age of children.
4. Gift-opening: allow 15 – 20 minutes.
Also during this time, finish the project clean-up and get refreshments ready.
5. Refreshments. Allow 15 minutes for cake and drinks; additional 15 minutes for pizza or other meal-type food.
6. Clean up. Allow at least 10 minutes. One adult can stay in the room to help hostess clean up, gather belongings, and settle payment. (During the same time children are shopping.)
7. Shopping in the main bulk room to fill goodie bag. One adult should accompany children.
Allow at least 15 minutes. For parties held when the store is closed, your adult guard door helper will need to monitor who is allowed in. Parents of younger children can come early to help their child shop.
8. Bid farewell.

As you can see, the 2 hours go quickly. There may be another party scheduled right after yours, so please plan to finish on time. (An additional fee will be charged if your party exceeds the 2 hours -- \$15 for every extra 15 min.)

There is a \$50 deposit due at least 2 weeks before your party.

This \$50 is a non-refundable, non-transferable deposit. The balance will be due at the party.

The minimum charge for up to 10 children is \$100. Additional children are \$10 each; the maximum number allowed is 15 children (which includes the birthday child).

Up to 10 children: \$100	13 children: \$130.
11 children: \$110	14 children: \$140.
12 children: \$ 120	15 children: \$150.

Please limit the number of helping adults who will stay for the party to three at the most.

While most Scrap Box parties are child-centered, you may wish to choose a family birthday party which includes both children and adult guests. The maximum number of people (children or adults) allowed is 15, at \$10 for each person.

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