



Event details

Date: \_\_\_\_\_

Parents/Guardian Name \_\_\_\_\_

Guest of Honor \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Phone/Text # \_\_\_\_\_

Party theme chosen \_\_\_\_\_

Age child will be celebrating \_\_\_\_\_

Added services or products:

_____	Price / unit _____	No. of units _____
_____	Price / unit _____	No. of units _____
_____	Price / unit _____	No. of units _____

Personalized party details requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Event \_\_\_\_\_

Time of Event \_\_\_\_\_ Additional time requested \_\_\_\_\_

Quote sent (date) \_\_\_\_\_ Approved \_\_\_\_\_

Total due: \_\_\_\_\_

Deposit Paid: \_\_\_\_\_ Date Paid \_\_\_\_\_

Balance due: \_\_\_\_\_ Date Paid \_\_\_\_\_



370 Wilson St E, Unit 9  
Ancaster Ontario





### **Party Contract:**

#### **Security Deposit & Gratuity:**

We request the greater of \$100.00 deposit or 25% of quoted and approved event balance to hold your date and begin preparations for your party. Deposit may be paid by check, money order or electronic transfer to [cmattina@sugarspicekidsspa.com](mailto:cmattina@sugarspicekidsspa.com).

As specified there will be a \$35.00 fee for any returned check.

The deposit payment will be subtracted from your party total and the balance will be disclosed to you five (5) days before your event date as a reminder of the details of your event and if any changes should be requested that would be the time to do so. Deposit is non-refundable but may be transferred to another date if approved by the Spa Owner or Spa Manager.

Teepee and equipment rentals are for 24 hours long (unless otherwise stated). Customers will be allowed to cancel and re-book only once within 6 months of original book date. If you book a party within five (5) days prior of the party date.

#### **Day of Party:**

The client is responsible for clearly indicating the location of the assembly or dismantling of the equipment. We will take every precaution not be liable for any damage to the site, site access, furniture or personal belongings.

All floor areas must be clean from dirt and dust before set up begins.

Delivery and pick up - Free pickup and delivery within the service area. Delivery charges are quoted upon request and are an extra charge on top of the booking fee when outside the service area.

Use of equipment – The Renter is responsible for any loss or damage incurred.

Receipt of delivery – the renter is responsible for being present to accept delivery of the equipment.

#### **Reservations:**

Parties may be scheduled up to 6-12 weeks but no later than five (5) days in advance of your desired party date. We book very quickly!! Please note your deposit confirms and secures your party reservation. The balance is due the day of your event upon arrival to our staff.



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### **Cancellations, Rescheduling & Refunds:**

We strive our best to work with you when rescheduling occurs', however, it is based on availability. We must receive one week notice to reschedule your party. If you need to cancel your party for any reason we cannot refund your deposit, as we begin preparations for your party immediately upon booking your slot. We will gladly try to accommodate you to reschedule your party within 90 days from original party date. However, if a later date further to the 90 day rule is requested it would need to be approved by the Spa Owner.

We do not offer refunds or credits for guests who are not available on site the day of the party set up. Your deposit will be applied towards the cost of the new scheduled party which must be held within 90 days of your original party date. If you choose to cancel your party for whatever reason, a refund will not be issued.

We will gladly work with you on choosing an alternative date based on availability within 90 days of the original party. In cases of bad weather, serious illness or other unforeseen emergencies, Sugar & Spice Kids Spa & Party Inc. reserves the right to reschedule your party.

### **RSVP Confirmation:**

You will need to confirm your final guest count with Sugar & Spice Kids Spa & Party Inc. five (5) days prior the party date. This will be the confirmation number Sugar & Spice Kids Spa & Party Inc. will use to plan your party set up, and you will be charged accordingly. Once you have given a final head count by the fifth (5th) day prior to your booked party, you can only add additional children if needed to. You cannot delete any guests from the final head count you give five (5) days prior, because our staff prepares everything for the number you have already given. If you do not contact us five (5) days prior, then we will have to go by the headcount that you provided us with when you booked the party.

### **Guest Attendance:**

Some guests may not show up even if they RSVP. Please remember you will be charged for the final guest count you confirmed prior to the party, regardless if a child does not show up, because we use this head count to make preparations for your event.

We understand that sometimes you have more guests than you expected because not everyone does a good job of responding to your RSVP's. There is an added cost per additional guest or teepee over and above the quoted event package.



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### **Liability:**

Sugar & Spice Kids Spa & Party Inc., its owners, affiliates, and employees assume no responsibility or liability for accidents that may occur while on site. We assume no responsibility for allergies relating to food items, clothing, make-up, injuries to party guests, or property damage that occur before, during or after the event. As professionals, we can assure you we will provide safe equipment for you and your guests and will treat you and your guests and any of their belongings with great quality, care and respect. As we expect from our guests as well.

All liability will lie strictly with the client for any losses or damages. You must inform each parent that we may be using yoghurt, oatmeal, honey, various fresh fruits and vegetables, oils and other skin products in your DIY at home spa kits and other possible products included in your package. You are responsible for making sure that each child has permission from the parent to use all of our products. If there is a child that must not come in contact with any of our products, makeup, nail polish, etc., you the parent are responsible in letting us know and are responsible in making sure that the child does not come in contact with the products. We will absolutely try to accommodate any allergies with advance notice as we do strive to make this experience as pleasant and memorable for all of our guests.

Insurance is the client's responsibility during the time they have the equipment on site. The client is responsible for the security of the equipment at all times during the Booking period. Any lost, broken, damaged or destroyed equipment will be charged to the client at full replacement value.

### **Damage:**

We understand accidents happen. However, the client will be held responsible for excessive damage sustained to teepees, equipment, and any property of Sugar & Spice Kids Spa & Party Inc. should an incident arise that is not within the scope of the event and spa etiquette.

### **Food:**

It is the responsibility of you and the parents of your guests to inform us a minimum of five (5) days prior to the event of any allergies. We use various ingredients in our home made spa treatments that include various food groups and oils.

In order for you and your guests to enjoy the event we will strive to do our best to accommodate any allergies and will inform you if we feel we cannot.





**Photos/Video:**

We always encourage parents to take as many photos and recorded videos as possible. All our photos or video taken by our Company are the sole ownership of Sugar & Spice Kids Spa & Party Inc. and we may use them for promotional purposes on our website, print ads or publications. We always respect our client’s privacy and for this reason, your personal information will not be disclosed to third-parties. Please advise if you or any of our guests are strictly against Sugar & Spice Kids Spa & Party Inc. taking video or photos for promotional purposes.

**Supervision:**

It is the responsibility of the client, guest and/or guests’ parents or guardians to supervise all children and activities relating to the event. We ask that there be a minimum of one adult supervision at all times during the party to attend possible special needs or any misbehavior of any child with the equipment or products.

We are here to ensure that your experience is a memorable one. We do request that if the children are not behaving or misusing the equipment or products that parents step in to control the situation.

**Company Policies:**

At any time that you the client does not abide by our company's waiver, terms and agreements, we will no longer offer nor provide our services to you, all monies paid will result as a loss due to your actions, and/or the actions of your guest, and you will not be refunded. If your or your guest are found to be at fault for any damages and/or injuries to any Sugar & Spice Kids Spa & Party Inc. properties and employees, will be held financially reliable.

We thank you for choosing Sugar & Spice Kids Spa & Party Inc., for your Special Day! We look forward to serving you today and for many more special events for years to come!

Parent/Guardian Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

