

Pottery Haven Birthday Party Agreement

DATE OF PARTY: _____ TIME OF PARTY _____ to _____ am/pm
GUEST OF HONOR: _____ OCCASION: _____
NUMBER OF ATTENDEES: _____ AGE RANGE: _____
PARTY PACKAGE: _____

PARTY HOST INFORMATION:

NAME: _____ ADDRESS: _____
CITY: _____ STATE: _____ ZIP _____
PHONE: _____ E-MAIL: _____

PLEASE READ THE FOLLOWING BEFORE SIGNING:

Guest of Honor will receive a FREE birthday plate from Pottery Haven that can be personalized by all the guests!

All parties have a minimum of 9 attendees (birthday child plus 8 guests).

Party fee includes 1.5 hours of studio time. The cost of all parties includes a piece of pottery, all paints, supplies, instruction, firing and glazing.

The pottery will be ready for pickup by the party host one week after the party. All pieces will be individually wrapped & will receive a coupon to return. We have limited space to store your pieces, please pick them up promptly.

A \$50 deposit is required to reserve a party date. Deposit is forfeited if party is cancelled. Party deposit may be transferred, but must be done prior to a week before the original scheduled date.

Parties will begin at the time listed above. Please ask your guests to arrive on time so that everyone may enjoy the party together.

We are here for you. Please let us know if there is anything we can do to make your party the best it can be!!

Thank you for choosing Pottery Haven on this special day!!!

Signature of party host:

Special Notes: