



Birthday Party Guidelines and Contract

- Cost for a **two-hour** birthday party:
 - ▶ \$350 (currently registered families)
 - ▶ \$375 (families not currently registered)
 - ▶ \$50 **non-refundable deposit** due at the time of reservation of event date
 - ▶ \$60 clean-up janitorial fee (family may “opt-out” of this charge by completing the clean-up duties detailed in the bullet points below)
 - ▶ \$300 damage deposit (to be returned at the end of the party if there are no damages to the studio or any items within the studio)
 - ▶ \$5 per child craft fee (if Heartsong Music provides musical crafts)
 - ▶ \$100 per each additional hour, if party exceeds 2 hours (to be broken down as necessary; ex: 30 minutes extra = additional \$50, etc...)

- Cost includes:
 - ▶ use of studio space, 10 tables and 28 chairs
 - ▶ 45-minute music class led by a Heartsong Music teacher
 - ▶ Heartsong Music hostess to assist with your party
 - ▶ 1 hour before the starting time for set up, 30 minutes after event for clean-up

- Please initial by each point listed below. Your initials serve as acknowledgement and agreement to each of these policies:
 - ____ Maximum number of children that we can allow is 25 (plus their parents/caregivers).
 - ____ Family will provide the food, beverages and decorations.
 - ____ Family is responsible for set up of the event (tables and chairs).
 - ____ Family is responsible for event clean up (if Family wishes to “opt-out” of clean up, a \$60 fee will be applied to Family’s account for Heartsong Music to arrange janitorial services). Clean up duties include:
 - All trash and recycling taken to the dumpster (music rooms, lobby, bathrooms and kitchen)
 - Sweep the music rooms and the lobby
 - Vacuum any rugs that were not rolled up
 - Mop the floor in the room where food/beverage was served
 - Restore toys and instruments to their places
 - Wipe off tables/chairs and other dirty surfaces
 - Restore tables/chairs to their places
 - ____ \$5 per child fee to Family’s Account if Heartsong Music provides a musical craft. *Family must provide the number of children attending the event **3 days prior to the party date**.* Craft will be ribbon wands and jingle-bell bracelets, perfect musical party favors!
 - ____ Food and beverages are to be set up and remain in the “Purple” room. The “Green” room will be used for the craft and a continuous “play-along”, with the music class in the “Blue” room.
 - ____ A \$50 non-refundable deposit will be required to reserve your party date.
 - ____ A \$300 damage-deposit check will be held and returned the day of the event if there are no damages to the studio space or any items within the space.
 - ____ The remaining balance is due on the day of the party. Payment can be made with cash, check or credit card.
 - ____ Event may be held Friday after 3:30pm, Saturday after 2:00pm, or Sunday after 2:30 pm.
 - ____ The first half-hour of the party will be used for playing in the children’s work area in the lobby, refreshments, and crafts. The music class will start after the first half-hour (and will last for 45 minutes). The final 45 minutes of the party can be used for refreshments, birthday cake, opening presents, playing in the lobby, and more crafting.

Heartsong Music

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Please provide the following information to reserve your party date:

Name of child: _____ Age on birthday: _____

Name of Family Contact (please print): _____

Phone: (_____) _____ Other: (_____) _____

Email: _____

Date of Rental: (month) _____ (day) _____ Of: (year) _____

Time of Rental: _____ (am / pm)

Please indicate any special requests for favorite songs to be sung during the birthday music class or for a specific music teacher to lead the class:

\$50 non-refundable deposit paid by: cash/check credit card

\$300 damage deposit check received: Yes No

\$5 per Child Craft Fee: Yes No

If "yes", please provide the number of children attending at least 3 days prior to the event date.

Number of children _____

\$60 Janitorial Service Fee: Yes No

If "no", Family assumes responsibility for cleaning the studio space as detailed in bullet points below:

- All trash and recycling taken out to the dumpster (music rooms, lobby, bathrooms and kitchen)
- Sweep the music rooms and the lobby
- Vacuum any rugs that were not rolled up
- Mop the floor in the room where food/beverage was served
- Restore toys and instruments to their places
- Wipe off tables/chairs and other dirty surfaces
- Restore tables/chairs to their places

I have read the party information and agree to the guidelines:

Family Contact: _____ Date _____

Heartsong Representative: _____ Date _____

Thank you for your interest in Heartsong Music and for allowing us to participate in this important day. We look forward to celebrating with you and making music together with you and your child!

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