



# WORKSHOP Reservation Form

We are excited to offer customized workshops for your group. Need a Girl Scout Workshop? Use our Girl Scout Form.

## TIME & NUMBER OF GUESTS

Please include all participating members in your workshop count.

### 1.5 HOUR WORKSHOP PACKAGES

up to 24 kids \$475     up to 30 kids \$600

## TIME & DATE REQUESTED

Date Requested.....Time to Begin (first choice).....

Please rate the time slot by order of preference in case your first choice is booked.

.....Saturday at 10 am    .....Saturday at 2 pm    .....Sunday at 1 pm    .....During the Week  
.....Saturday at 12 pm    .....Saturday at 4 pm    .....Sunday at 3 pm    Please list date and time.

## CONTACT INFORMATION

Name of Contact..... Email..... Phone Number.....

## GENERAL AGE OF GROUP

Age/grade we are designing the workshop for.....

## LET'S PLAN THE PARTY!

Theme/Skill the workshop is designed for.....

**Check a box:**  Art and/or Crafts     Science/Engineering

**Check only 1 box:**  Boy/girl party     Only boys     Only girls

## DETAILS

- Party fee includes a project/activity with all creativity built around the theme of their choice. Special requests may require an additional supply fee.
- Refreshments time is not built into the schedule for a workshop. If you want refreshment time, you will need to request and we will block the last 15 minutes for the refreshments that you bring.
- Guests should wear clothes to create in. We do use permanent paint.
- With project-based workshops, we encourage participants to all arrive within the first 15 minutes of the workshop, so they receive all the supplies and instruction. If participants arrive late, we will do our best to accommodate, and have the late participant join in where we are in the process. We cannot guarantee full instruction on a project/full experience/completion of a project if a participant is late.
- We would love for your group to stay all day or longer, but sometimes we have other groups that have scheduled an event following your event. For that reason, your workshop needs to end promptly. Thanks for your understanding!

## RESERVATION STEPS & CHANGES

1. Fill out this form and email it to [info@studiobellaforkids.com](mailto:info@studiobellaforkids.com). We will confirm the date and time are available and send you an invoice.
2. To complete the reservation process, the amount due must be paid in full. The reservation is not guaranteed until the invoice is paid **within 48 hours of receipt**. If the payment has not been received within 48 hours, the date will be released for a new booking.
3. Between 5 and 7 days before the event, we will send you more details!

50% of amount of the deposit is nonrefundable. There is no refund 10 days before the event. Need to reschedule? There is a \$25 rescheduling fee. We do not accommodate guests of more than 30 for a birthday party.

## SIGNATURE REQUIRED

Reservation invalid if not signed. In consideration of the acceptance of this reservation, I/we, the undersigned assume full and complete responsibility for any injury or accident which may occur during the event or while I/we am/are on the premises of the event. In signing this agreement, I/we, for myself, heirs, executors administrators, and assigns, do hereby waive any and all claims. I/we may have for damages against Studio Bella for Kids, and any other parties/instructors connected with this event.

Signature.....Date.....