



## Birthday Party Reservation Form

To reserve a party, call 707-745-9553 for availability, then send in this reservation form with a deposit to:

Artcentric - 733 First St. - Benicia, Ca 94510.

DATE OF PARTY: \_\_\_\_\_ TIME OF PARTY \_\_\_\_\_ to \_\_\_\_\_ am/pm  
GUEST OF HONOR: \_\_\_\_\_ NUMBER OF GUESTS: \_\_\_\_\_  
AGE RANGE: \_\_\_\_\_ PACKAGE/RATE: \_\_\_\_\_

**PARTY HOST INFORMATION:**

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**PLEASE READ THE FOLLOWING BEFORE SIGNING:**

1. All parties require a minimum of 8 attendees. If attendance falls short the host will still be charged for the minimum.
2. A \$40 non-refundable deposit is required to reserve a party date.
3. Our parties are drop off parties. One adult for every 4 kids may be present. A \$5 fee will be charged for each additional adult. If grown ups would like to paint, please let us know so we can arrange seating! Cost is \$6.00 + the pottery they paint.
4. We provide everything you need for the creative side of the party. We are not responsible for serving the refreshments. Our kids' parties are all about the art so we limit party food to cake or cupcakes and drinks. You're responsible for the food and paper products, plastic ware, etc.
5. The pottery will be ready for pickup only by the party host one week after the party.
6. You may arrive 15 minutes early to decorate the table area reserved for your event. Additional time for a party may be purchased if our schedule allows. The cost is \$20 per half hour for the group, up to one additional hour.
7. Rent our Studio! A \$150 fee for 2 hours may be paid for a private party during regular business hours (studio will be closed to the public), plus pottery... We also offer other options for different events... Please call us for more information.
8. Pricing do not include tax
9. Please do not bring piñatas, noisemakers, bubbles, confetti, potato chips, crackers and that sort of messy stuff. Hand goodie bags out to guests as they leave the studio.

We thank you for choosing Artcentric. We are truly honored to be a part of your special day!

Signature of party host: \_\_\_\_\_ Deposit \_\_\_\_\_ Date \_\_\_\_\_