Party Contract

Enchanted Encounters LLC

Phone: 724-968-6453

Email: myenchantedencounter@gmail.com

Please note that your time slot and princess of choice will only be guaranteed **after** coordinating with us through phone or email and submitting a 50% deposit as well as this completed contract.

**Basic Information:**

Name and age of child(ren) being celebrated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chosen party package: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Princess/Character Choice: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Time the Princess/Character is to arrive: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Children attending the party: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number (for when the Princess arrives at the event): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of party: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Party venue type (ex: indoor/outdoor, house, park, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Travel Fee** (if applicable, $15) \_\_\_\_\_\_ Yes \_\_\_\_\_\_ No

**Optional Party Add-Ons**

Additional Add-ons Requested \_\_\_\_\_\_Yes \_\_\_\_\_\_No

Chosen Add-Ons: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Additional Special Requests: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Party Package Price:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* 50% of this number is what is due for your deposit to reserve your

date/time/character.

**Booking a Party:**

Contact us at myenchantedencounter@gmail.com to discuss your party details and check for availability to reserve a date.

Once availability is confirmed, please send this contract and a minimum of a 50% deposit in order to fully book your party and reserve your date/time. The deposit can be made via check or money order made out to Enchanted Encounters LLC. This (along with this contract) will fully reserve your party. The remaining balance will be due the day of the party in cash or check made out to Enchanted Encounters LLC.

Parties are booked on a “first come, first serve” basis. Every party is allotted the amount of time agreed upon ahead of time and written on this form. Enchanted Encounters LLC is NOT responsible for any injuries, negligence, or unruly behavior during parties. Please act responsibly and chaperone all party guests.

A minimum deposit of 50% of the total agreed upon party amount is required upon booking all parties. No requested dates/times/characters will be reserved until the deposit has been made. Deposits can be made via check or money order made payable to Enchanted Encounters LLC. The remaining balance is due the day of the party and can be made via cash or check.

A $15 travel fee will be required for all parties/events further than 20 miles of zip code: 44224.

Gratuities are optional, but are greatly appreciated.

**Outdoor Events:** We will gladly participate in outdoor parties/events, however, due to the delicate and expensive nature of our costumes and wigs, we will not be able to do an outdoor event if the temperature is above 80 degrees unless a shaded area is provided. We also cannot do an outdoor event in the event of rain or inclement weather to prevent costume and wig damage. Our characters will require a clean, dry area free of dirt and mud.

**Cancellations, Refunds, and Rescheduling:**

There is a 50% deposit of your total party price due at time of scheduling. This reserves your party date, time, character, and special requests when you book the party. However, we understand that life happens and you may need to cancel your party/event.

Cancellations at any time after signing this contract result in a forfeit of the 50% deposit you placed at time of booking. Any amount you have paid above the required 50% deposit is fully refundable at any time of cancellation.

If you find that you need to change the date or time of the party once you have booked, we will try to accommodate you as best we can into our schedule, but will charge an additional $15 fee to be applied to your remaining balance for each rescheduling. If you need to reschedule your party, please let us know as soon as possible. This allows us to offer your previous slot to someone else, as well as give you the most options when trying to choose a new date/time. We will not accept date/time changes less than 48 hours before the scheduled party.

In the event of bad weather, serious illness, or another unforeseen emergency, we reserve the right to cancel the event and offer an alternative date if available. Communication can be done through myenchantedencounter@gmail.com.

**Responsibilities:**

Enchanted Encounters LLC does not assume responsibility or liability for accidents or damages caused during your party. However, you can be assured that our performers will treat your home and guests with respect and care. Enchanted Encounters LLC is not responsible for allergic reactions to any costumes, cosmetics, accessories, or any food consumed before, during, or after the event. It is the responsibility of the guest and/or the guest’s parent/guardian to inform the client of any allergy restrictions and take the appropriate steps to avoid contact with such items.

*“I understand what I have read and agree to the terms listed above. I understand that until I submit the agreed upon deposit amount, my date/time is not reserved. I also affirm that I will pay the remaining balance in an accepted form of payment on the day of the party, if not before.”*

Signature of Event Host/Parent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Event Host/Parent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*“I have received the attached FAQs sheet and agree to abide by the terms set forth within it.”*

Signature of Event host/Parent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Frequently Asked Questions (FAQs)

**How far do you travel?**

Enchanted Encounters’ performers will travel up to 20 miles from our location with no travel charge. We are located in the 44224 zipcode in Ohio. You can check your distance before you contact us, or we can check for you when you book with us. Any parties located outside the 20-mile radius will require an additional $15 travel fee that will be included in your total package price.

**What venues will you entertain at?**

We can travel to any type of party venue, but please keep in mind that some venues have their own guideline and restrictions. Please check to see if your venue allows outside entertainment to come in before booking with us. Additionally, some costumes/characters require specific types of venues or special accommodations. All limitations/accommodations will be discussed during the scheduling/booking process.

**Outdoor Party Policy:**

Outdoor venues are always welcome! However, if you are planning an outdoor event, always have a backup plan in the event of bad weather. Because of the delicate and expensive nature of our costumes and wigs, we will not be able to do an outdoor event if the temperature is above 80 degrees unless a shaded area is provided. We also ask that you provide accommodations for our performers in the event of bad weather/wind/extreme heat. Character performers require a clean, dry area free of dirt and mud. Please let us know at the time of scheduling/booking if your event is outdoors so that we can make proper preparations.

**Princess Parking:**

We ask that you please save a spot for your princess near the entrance to your event. We appreciate having safe and easy access to the event site with all materials. This also means that we need to easily be able to exit the party as well. We thank you for your cooperation and understanding with this matter!

**What happens if a guest becomes ill, upset, or misbehaves?**

The party princess is only responsible for engaging the children in party activities. Any behavior or health issues with children must be taken care of by a parent or party host. Good behavior is always promoted, but it is the responsibility of the hostess to monitor and take charge of any children who are misbehaving or do not want to participate in the party activities.

**Does it matter how many guests I invite?**

Yes! Our Party Packages are made for parties of up to 10 guests (including the birthday child). This is to ensure that all activities can be carried out within the allotted time, that we have enough materials for all guests at the party to be able to participate in each activity, and that every guest at the party has quality time with the princess. Parties that are larger than 10 children require an additional payment of $5 per each additional child. This will be included in your total party package price.

**What if a guest arrives late?**

All parties will begin at the time scheduled and agreed upon by the hostess and will end at the end of the party duration time. All activities are based on a schedule and work best when all guests arrive on time. Late guests are welcome to join in upon their arrival.

**What does the princess bring with her to the party/event?**

Our performers bring with them everything that is needed to carry out the activities included in your ordered package. Each package is different so we will bring with us different things. We provide our own radio/music for sing-alongs and our own storybook for storytime. If your package includes games/crafts/activities, we will bring with us everything needed to carry out these activities. Additionally, if you’ve purchased any of our Exclusive Add-Ons or Party Upgrades, our performers will have all of these items with them when they arrive at the event!

**What do I need to provide for the party?**

Enchanted Encounters LLC does not provide food, beverages, or supplies for eating or decorating. We are more than happy to sing Happy Birthday with your child and be around for food/cake, but we do not provide any food ourselves. We do ask that you be mindful of providing us with the proper space to carry out the activities you’ve chosen in your party package. For all packages, we ask that you have somewhere for our performers to sit during their visit.

**What can I do to ensure that the visit goes smoothly?**

There are a few things you can do to always help with the fluidity of the party:

1. Try to reserve a parking spot for your princess so that she will not have to park far away and walk a great distance.
2. Help your princess to make the best grand entrance possible! If your princess is arriving before the guests, make sure party guests arrive 5-10 minutes after your princess arrives (you will not be charged for the extra 10 minutes). If your princess is arriving in the middle of the party, make sure that she has an entrance that keeps the wonder and magic of the fairytale sacred (For example, The Little Mermaid would not be driving a car, so please keep that in mind when choosing a venue and reserving parking for your princess).
3. Have a power outlet available for us to plug in our radio for use during the sing-a-long. If one is not available near the area the princess will be sitting, or if your venue is outside, either provide us with an extension cord or make alternative arrangements with us.
4. If the event is outside, please make sure a shaded area is provided that is free of any dirt or mud. In the event of bad weather, please have indoor accommodations available.
5. Be available to aid the princess if issues arrive with children needing assistance or misbehaving.
6. Have cameras ready throughout the party! You don’t want to miss a single magical moment!

**How can my child or my party be featured on Enchanted Encounter’s website, social media, or advertising?**

We are always looking for more pictures to fill our photo galleries, social media accounts, and advertisements! To fill out a photo release form, simply find it under the “forms” section of our website or request one via email. Send the completed form back to us prior to your party/event. Once we have your consent, you can email us photos from your child’s special day, post on our Facebook page**: Enchanted Encounters**, or tag us on instagram: **@enchanted\_encounters**. We assure you that your child’s personal information will never be advertised or shared with anyone.

**What is your cancellation/rescheduling policy?**

There is a 50% deposit of your total party package price due at the time you sign the contract to reserve your date/time/character. After signing this contract, a cancellation at any time results in forfeiting the 50% deposit you placed at the time of booking. Any amount paid above the 50% mark is completely refundable at any time. Rescheduling is also available for another date/time that works within our schedule, but we charge an additional $15 for each rescheduling. We do not accept date/time changes 48 hours before the scheduled party/event.

**Do your princesses accept gratuity?**

Absolutely! Our princesses are trained to embody the poise, grace, and personality of their fairytale character in every single way while also making sure that your party is a success. Gratuity is a great way of letting your princess know that you loved her performance! While it is not expected, it is always appreciated.

**For any additional questions, please refer to your party contract or contact us at myenchantedencounter@gmail.com**