

## Creative Café Party Information & Guidelines

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|---------------------------------|----------|---|
| Our Party Times Are as Follows: | Friday   | 4–6pm, 6:30–8:30pm                          |
|                                 | Saturday | 10am–12pm, 12:30–2:30pm, 3–5pm, 5:30–7:30pm |
|                                 | Sunday   | 10am–12pm, 12:30–2:30pm, 3–5pm              |

**A \$75 deposit is required to secure your reservation. This amount will be applied to your bill on party day. In case of cancellation, the deposit is non-refundable.**

1. All parties include use of the party room for up to a maximum of 2 hours. A party assistant will have your room set up for you when you arrive. They will take care of art instruction and supervision of chosen art project.
2. Creative Café has deals with local pizza suppliers should you plan on serving pizza. We can order that for you if you would like as your party begins. Please remember to bring all paper goods, plates and napkins that you will require. We do have a cake slicer and candle lighter should you need those. We ask that you DO NOT bring in drinks that need to be poured, stick with choices such as juice boxes, cans or plastic bottles. ALL FOOD AND DRINK must remain in the party room at all times. We do not have a freezer please make cooler arrangements if you plan on having an ice-cream cake.
3. Parties are DROP OFF ONLY. A maximum of 6 non-participating adults can stay in the party room. Due to space restrictions and fire codes non-participating guests cannot hang around outside the party area. Guest parents and siblings are welcome to stay and paint in the studio. It is the responsibility of the party hosts to ensure their non-participating guests understand it is a drop off party. Party host will be charged \$5 for each non-participating guest over and above the 6 permitted.
4. If you wish to bring in additional decorations (not needed as our studios are bright and fun already!) Please NOTE Balloon bouquets must be securely anchored down and balloons must NOT BE HANDED OUT DURING THE PARTY. Balloons cannot be individually tied to chairs.
5. Loot bags MUST BE HANDED OUT as the party guest is leaving the party. Kids tend to open them immediately! We recommend NO bouncy balls or Frisbees as you are liable for any breakage and that is tempting fate!
6. Pottery pieces will be glazed, fired and bagged and ready for you (host parents) to pick up approximately 1 week after your event. . Clay items will be ready in approx. 3 weeks. Glass Fusing projects in approx. 1 week. Host parents must pick up all items; we do not allow individual guests to pick up their items. Canvas paintings go home with guests the same day.
7. If your party assistant does a great job let them know by tipping them! We can add a tip to your transaction when you are settling up your balance. If your party assistant didn't meet your expectations PLEASE email [info@creativecafe.ca](mailto:info@creativecafe.ca) the owner is the only person with access to this account, your email will be kept confidential, feedback is critical with any business (good and bad!)
8. Please don't forget your cameras!

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## What to Expect When You Arrive.....

We HIGHLY recommend that you arrive ONLY 10 minutes prior to your scheduled party time. Parties at Creative Café are scheduled with 30 minutes in between which gives us just enough time to clean and reassemble the room. If you arrive too early the room will NOT be available. Our experience have also shown that those little kids get very jumpy and excited while waiting, we are a pottery & arts studio this is not always a good combination!

The party room will be set up for the number of guests you gave us as your final count (please confirm with us the day before).

Guests say their goodbyes and get started decorating a bag for their pottery/clay or glass creations! Once everyone has arrived the instructions can begin.

Please respect your party assistant and keep conversation to a minimum during that time, kids won't listen if the parents are talking.

Crafting Fun Begins! Painting and creating times depend on the age of the children and the package chosen. Once all projects are complete all pottery, clay and glass supplies such as paints, brushes and water will get cleaned away.

Food, Cake and Gift time!

Please Note you MUST leave the party room at the end of your two hours so please be organized and able to do so.