

OUR POLICIES

Pampered Princess Mini Spa is a smoke free environment.

Reservations: Please call or e-mail us to schedule your party well in advance. Should you desire **Pampered Princess Mini Spa (PPMS)** to send invitations for you, no less than 3 weeks in advance of your desired party date is required. Once you have chosen a party date and time, we will hold your reservation for one week to allow you time to complete your guest list, sign the party agreement and return it to us with your deposit. Your deposit will secure your reservation and we will begin finalizing and mailing your custom invitations.

Deposit: A non-refundable \$75 deposit is required to secure your party date.

Forms of Payment: We accept cash, credit cards, check or money orders made payable to **Pampered Princess Mini Spa**. The balance of the party is due the day of the event.

Gratuities & Tipping: A gratuity is not required, but is accepted and always appreciated for a job well done.

Minimum/Maximum attendance: our party packages are designed for 8 guests (including the guest of honor). Any guests over the 8 be charged a per guest fee according to the party package chosen. Parties smaller than eight will be charged for the minimum of eight guests.

RSVP Confirmation: **Pampered Princess** will contact you prior to your event to confirm your **final guest count**. This will be the number we use to determine appropriate quantities for party supplies.

Attendance of guests: Some guests may not show up to the party, even after they RSVP. Please remember that we charge according to the guest count up to eight (8) girls, not the number of guests that show up.

Siblings of guests: Our party packages cover only the guests on your confirmed list please include any siblings in the final guest count if you would like for them to participate in the party activities.

Late Arrivals: Please advise all guests that the party will begin promptly at the scheduled time. All activities are carefully planned out, and any child arriving late may join the activities at the point that they have progressed. This is necessary to ensure the least amount of disruption to the party, and your understanding is appreciated.

Discipline and non-participation: The Party hostess is responsible for the flow of the party and the party activities. We will monitor any disruptive behavior and kindly ask a parent or guardian to attend to any child who does not want to participate. Also, for the safety of each participant, we kindly ask that running, jumping on furniture or any other dangerous behavior be monitored and attended to. Pampered Princess reserves the right to ask that a disruptive child be removed from the royal palace. This will help us to provide the best possible party experience for you and your child.

Guest attire: should you choose to bring costumes for dress up, please be advised that we will provide a place the children to change. If not with a parent or guardian, children are not to get undressed. We ask that the girls come prepared wearing leotard, full bathing suit or slip to wear under their party attire.

Food Allergies: If you choose to hire **Pampered Princess** to provide a catered menu for your event, it is the responsibility of the client to check with party guests for specific food allergies. Should any of your guests have severe food allergies, we suggest that either you or the child's parent provide an alternate menu for that child.

Adults at Party: We ask that the parent(s) of the birthday child please stay for the duration of the party to attend to possible needs of the children. The parents of guests are welcome to stay but we ask that onlookers keep the noise level to a minimum so the children do not get distracted and can adequately hear instructions from the hostess.

Inclement weather/illness: In the case of severe weather or unforeseen circumstances, Pampered Princess Mini Spa, LLC reserves the right to reschedule your party. If you choose to cancel the party due to severe weather or illness, please remember that your deposit is non-refundable. We will gladly work with you to reschedule your party for an alternate date. Please be advised, if new invitations, food or beverages are needed there will be an additional charge.

Cancellations and rescheduling: Once your party is booked and the deposit is paid, the party can only be postponed one time. Based on availability, we will gladly work with you to reserve an alternate date for your party. If you decide to cancel your party for any reason, the deposit is non-refundable. You may choose to have deposit put on a spa gift card or merchandise for the price of deposit. Please remember, there will be an additional charge if you wish to re-send invitations to your guests.

Liability: **Pampered Princess, LLC**, its owners and employees assume no responsibility or liability for accidents, allergies relating to food items, clothing or make-up, injuries to party guests who are not compliant to our rules. As professional event planners, we can assure you we will provide a safe and entertaining environment for your guests.

Damage: We understand that accidents can happen, however, the client may be held responsible for excessive damage sustained to property of Pampered Princess Mini Spa.

Pampered Princess Mini Spa, LLC, has provided this account of our policies and terms of service with the assumption that you have read and agree to our policies before signing the Party Agreement. Please ask for clarification if there are any questions regarding the above policies before reserving your party.