



Thank you for trusting Spa-Tea-Da! with your special occasion! We want to make sure your party goes smoothly so please take a moment to read over our policies.

\*\*\*\*\*Please notify your guests to use Google Maps, Iphone Maps goes to the wrong address!!!\*\*\*\*\*

1. Please arrive no more than 10 minutes prior to your scheduled party time. Our parties are scheduled back to back and we have 30 minutes max to clean up and set up in between. We want to do an awesome job and have a sparkling clean and ready venue. We need every minute to accomplish our goal. The only thing you will need to do is hand your cupcakes/party favors to us and wait to receive your guests.
2. **It is imperative that all of our parties end on time.** We love our guests and would love nothing more than to hang out longer BUT we must prepare for the next party. It is a little embarrassing for us to have to ask guests to leave, please take the lead on exiting at the end of your party. If you feel you need more time, we can provide additional time on Friday afternoon parties, the 4:45 party on Saturday and the 3:30 pm party on Sunday. We charge \$75.00 for 30 additional minutes.
3. We provide all table paper goods, tea cups and decorations so there is no need to bring anything other than your food. Please see our separate food policy for permitted foods. You may bring photos or a special decor item if you wish to display on tables.
4. You may bring your own party favors if you are not purchasing our party favors or a make and take your own lip gloss. Balloons are not needed as we have ample decoration in the venue, if you would like to bring balloons please limit them to mylar only, no latex balloons due to allergies.
5. **Please ask your guests to arrive on time as our parties are very structured.** If a guest is late, they may join the party where the party has progressed, which means they will miss out on any completed activities prior to their arrival. This policy is in place to preserve the quality of your party! We absolutely do not want to say No to a child that has arrived late however, if we stopped the party for every late guest the rest of the party may miss out on fun activities due to time constraints. If the guest of honor is late, we will have to start the party without her or shorten the duration of the party, you can decide. (If your party includes dress up activities, we will allow the Mother of the late arrival to accompany daughter in the dressing room to change into a costume.) If you wish for all guests to arrive before the party starts, please understand that we cannot extend the time and we may not have time to complete all activities and/or gift opening.
6. Parents of guests are welcome to stay for the party, we have plenty of seating around our facility for parents and adults. Our occupancy limit is 30 including party guests and parents. We do ask that if adults are engaging in loud conversation to please do so away from the party, we have a nice porch perfect for chatting.
7. Our party leaders are here to make this party the best birthday ever! We can not be responsible for disciplining children. If you see a child misbehaving and the parent is unaware, please notify the parent or step in yourself. We ask that guests remain in the party suite area and not wander into other area of the building, there is an additional exterior door so parents need to watch their child at all times.
8. Your balance is due prior to the start of your party. An invoice will be sent to you the day before your party if you wish to pay by debit or credit card. You may pay the balance with the correct amount of cash when you arrive and before the start of your party, we do not keep change.
9. You may tip our party leaders, although not expected tips are certainly always appreciated. Please bring cash if you wish to tip, average tips are \$10-\$20 per party leader.
10. Please ask guests to remove any nail polish prior to your party and if participating in dress up we request guests wear their swimsuit or a leotard for modesty. We also ask the hosting parent to remain in the dressing room while guests are changing.
11. Please let me know if you have any questions, concerns or suggestions either before or during your party. We are committed to providing your family a treasured memory of this special birthday celebration. Please call or text if you need anything at all, Erin 251-447-4846.