



Thank you for booking your event with Kreative Crafts. We know you have many options and appreciate the trust you have in Kreative Crafts to make your event successful.

If at any time any information regarding your event changes, please contact us so we can make necessary arrangements and preparations. Before your reservation is guaranteed, Kreative Crafts will need additional information. Please fill out the below information at least 5 days before your party and e-mail it back to us at mbroadhurst@ilovekreativecrafts.com.

Event Type:

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Participant Count:

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Event Date:

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Event Time:

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Event Address:

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If birthday, please indicate the birthday child's name, gender and age turning on bday

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Age Range & Gender Range of Attendees:

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Contact Name:

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Contact Address:

--

Contact Phone Number:

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Contact E-mail:

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____ I have read and accept the terms and conditions

Signature: _____ Date: _____

Kreative Crafts LLC

Upper Marlboro MD * www.ilovekreativecrafts.com * (301) 582-65 E:mail: mbroadhurst@ilovekreativecrafts.com



Thank you for booking your party with Kreative Crafts.

We appreciate your business and want to make sure you and your guest have a GREAT time. To help us ensure a great party, we ask you to please read the following thoroughly and contact us with any questions or concerns before your party.

BOOKING PROCESS – A \$50 supply deposit is required to hold your party date on the Kreative Crafts calendar. Deposits are non-refundable and go toward your party total. The balance will be paid at the end of the party and payment can be made with cash or credit card. We will contact you to find out what type of party you would like (theme, type of craft, ages, genders etc.). Parties may be cancelled up to 1 day before the event date. Parties cancelled the day before or on the date of the event will be subject to a fee of 50% of the full party cost. Kreative Crafts will offer craft options to better tailor your party. If you have crafts you would like created, please inform us so that we can work to obtain the necessary supplies as soon as possible. Each party will consist of music and 3 to 4 crafts.

CONFIRMATION PROCESS - We will contact you a few days before your party to review your information and get a confirmed guest count, but feel free to contact us at any time with questions or concerns.

GUEST COUNT - Our preparation is based on your confirmed guest age & gender group. A minimum of 5 guests are needed for a party and an accurate head count is essential to plan the crafting materials.

START TIME - Please ask your guests to arrive on time. We have a lot to do with a limited amount of time to finish. The goal of the age appropriate planning of crafts is so that they can be started and completed before the end of the “crafting time” of the party. Late guest are more than happy to jump in but may not be able to complete the craft as intended.

SET UP /CLEAN UP – Kreative Crafts will set up a drop cloth, tables, smocks, chairs (if available), music, hand sanitizer, wipes and paper towels for the craft area. We will provide all the materials/supplies needed to complete 3 to 4 age/gender appropriate crafts plus engaging instruction. All practical measures are taken to protect the safety of guest and the cleanliness of the environment. Upon completion of craft time, we will clean up the area and return your room as it was given to us at the time of the appointment.

PARTY DURATION - Our parties are scheduled for 1.5 hours. This time does not include the set-up and clean up time for the party. Please schedule your eating activities before or after your scheduled crafting time. This will help keep the attention of the attendees and keep the crafts within its scheduled time. Additional time is available for a small fee.

Children will not be allowed to eat at the crafting tables. Parties are tailored to children of varying ages and genders. For children that have a difficult time sitting still, we will ask parents to assist. Kreative Crafts will not supervise children not participating in craft time or children that continually leave the craft area. We do understand the varying temperaments of children that are asked to complete a project in an unfamiliar environment with an unfamiliar person therefore we will not force any child to participate in craft time. Attendees that choose to opt out will be offered crayons to color or at their insistence can join their parent at the party.

If you have any concerns regarding the above guidelines, please call - we are happy to discuss your concerns with you.

Kreative Crafts LLC
301-541-8250