



Date: _____

Dear: _____

We are so excited to be part of _____ very special day. In preparation for the birthday, we would like to share with you some rules and guidance for the party, and more importantly, we would like to know how you would like us to support you to have the best experience possible.

Note: Throughout the document we will refer to host, as the family organizing the celebration.

Type of party: Platinum _____ Private _____

Birthday girl's/boy's name: _____

Turning: _____ **years old**

Date of the party: _____ / _____ / _____

Time: _____

Expected number of children attending the party: _____

Average age of children attending the party: _____

SETUP and PARTY

- The WELL will provide tables and chairs for the number of children that will attend the party.
- The central space will have a table available for the food and drinks.
- There will be a speaker available for music. The speaker is to be connected via Bluetooth.



- The WELL will provide cups, napkins and plates for the number of children attending the party.
- Any utensils required to prepare and serve food are to be provided by the host.
- The food and drinks are to be provided by the host. The WELL is a nut free facility.
- The hosting family may arrive 15 minutes before the party to do any required setup.
- Any parent dropping off guests will be asked to meet the hosts first. Any guests who are dropped off are under the responsibility of the host.
- The WELL will provide the following decoration items: happy birthday banner, happy birthday table cover for the main table, where the food will be placed, happy birthday centerpiece and table covers for the kids' tables

CLEANING

- The WELL will take care of the cleaning, we just ask you to use the trash and recycling bins to dispose plates, utensils, food containers and gift wrapping.

PAYMENT

- 50% of the payment is due at the time of booking the party.
- The balance of the payment will be covered at the end of the party. The payment will include the remaining 50% plus any additional guests above 25 children. The remaining 50% will be charged, even if the number of guests is below 25 children.
- We consider a guest any child attending the party, besides the birthday boy/girl.



CANCELLATION POLICY

- Parties can be cancelled 30 days in advanced. The WELL will charge a cancellation fee of \$30.

HOW CAN WE HELP?

- Do you want to allow parents to drop off the kids at the party or do you require parents to stay for the event?
- Do you allow the guest's sibling (s) to join the party?, if so, they would be added to the guest list. If not, please let us know how you would like us to handle it.
- Do you need more than 15 minutes to setup for the party? Please let us know and depending on our availability, we will do our best to accommodate your request.
- Is there anything else that we can do to help your family have an amazing experience on this very special day?