

## PARTY TIMES

Our party room is available on Sunday and only at the following time slots.: 1:00 and 3:30. Some Mondays and some evening/after hours are available as well, please inquire.

## PRICING

1. Party must be reserved, one month in advance, with credit card.
2. A 50% nonrefundable deposit has to be made upon booking the party. Your party is not booked until deposit has been processed.
3. Any cancelations must be made within 48 hours prior to your party. Any time after 48 hours prior will result in a full charge to the card on file for the party.
4. The remaining balance is due on the day of the party; as well as any incidentals. Please make sure to not leave until you have closed your tab and signed your receipt.
5. We do not accept checks. Cash is accepted, but a valid credit card must be on file at the time of booking. If any damages or extra expenses occur during your party, the card on file will be charged.

## PARTY POLICIES

1. Plates, napkins, cups and utensils will be provided at each party. No outside food or drink may be brought into the party room.
2. Parents and the birthday child may arrive 10-15 minutes before the party if needed. Guests should arrive at the designated party time and must leave at the designated end time. Please be mindful of the potential guests coming to the next party. We must clean up and prepare for our next guests to ensure they receive the same sweet party you had. There will be additional charges added to your card for late departure. PLEASE UNDERSTAND: IT IS YOUR RESPONSIBILITY TO GIVE THE CORRECT TIME TO YOUR GUESTS. IF YOU GIVE THE WRONG TIME OR PRINT THE WRONG TIME ON YOUR INVITATIONS, WE ARE VERY SORRY, BUT WE WILL NOT OPEN EARLY DUE TO THIS ERROR NOR WILL WE EXTEND YOUR PARTY PAST THE DESIGNATED END TIME.

3. Birthday child's parents are responsible for other children attending the party. You must wait with the last child until they are picked up by a parent/guardian. SweetFace cannot be responsible for unattended guests past the party end time.
4. Guests are responsible for removing personal items and all gifts at the end of the party. We will be happy to assist you in getting everything to your car, however SweetFace is not responsible for lost or stolen items.
5. We prefer that there be No glitter, confetti, or silly string used in our shoppe. There will be a \$100 clean up fee charged to your event at the end of your party if this occurs.
6. SweetFace birthday packages are designed for 1 individual birthday child. There will be a \$20 fee applied for each additional birthday child.
7. Final headcount MUST be given no later than 1 week prior to the birthday.
8. If extra guests arrive for your party that were not included in your final count, you will be charged \$30 per extra child for that child to participate. While we will try to accommodate the extra guest as best as possible, please understand that the extra guest will not have cupcakes or a cake to decorate and that child will not be able to have a chef hat/apron. We prepare for the number of guests given at the final headcount and are unable to accommodate certain items and do not want any child to be left out.
9. If ordering pizza for your party, we must know pizza topping of choice at time of booking.
10. Parties must be booked and reserved with a 50% non-refundable deposit ONE MONTH in advance
11. Prices are based on 10 guests per party. You are welcome to have fewer guests but the price will remain the same. Each additional guest is \$25.00. If you believe that your party will be over 20 guests, please inquire with us for availability.
12. Cookie shapes will be a chosen by SweetFace unless a custom shape is purchased and confirmed with SweetFace.
13. Due to the detail of our craft we are asking all parties to be ages four and up.
14. We allow up to 20 children at your party unless otherwise confirmed with SweetFace.
15. No crock pots, chaffing dishes, etc. can be brought into the party room.
16. For the safety of your children, running, crawling under tables and horseplay of any kind is not allowed.

\*\*Please contact us for Adult/Corporate cookie decorating class prices. We would love to make your special event happen.

## BOOK A PARTY

If you are interested in booking a private party, please e-mail us at [sweetfacesugarshoppe@gmail.com](mailto:sweetfacesugarshoppe@gmail.com) with your desired party date and time. We will get back to you as soon as possible to confirm availability and finalize details. We may also be reached Tuesday through Saturday from 11:00 AM - 8:00 PM at the shoppe by calling 469-723-5110.