



Helium Handmade Ops LLC/Helium Studio
3127 S. Wayne Road | Wayne, MI 48184 | 734.725.3811
shopheliumstudio@gmail.com

PRIVATE PARTY/CUSTOM CLASS AGREEMENT

Services Provided by Helium Studio for the Participants/Guests:

1. Helium Studio agrees to provide the services of an Instructor for the purpose of hosting a Private Party/Custom Class.
2. Helium Studio will provide all craft resources required for the event, including tools and expendable supplies, as well as aprons.
3. Helium Studio will setup and breakdown the materials needed for the event. Event host will provide any other items related to the event such as refreshments.

NOTES: _____

_____.

4. Helium Studio ___ will ___ will not provide an online registration system at shopheliumstudio.com, allowing your guests to purchase tickets in advance of your party.

The Event

1. Date of Event: _____/_____/_____
2. Time of Event: _____ am/pm to _____ am/pm (NOTE: For private parties, you will have 30 minutes prior to event and 30 minute after event to clean up as needed.)
3. Location: _____
4. Name of Event: _____
5. # of Guests (anticipated): _____ Min _____ Max _____
6. Type of Event: Standard Adult Class Extended Adult Class Children's Class
7. Event Fees:

\$ _____/person

Additional fees, if any: \$ _____

- Fees will be paid by your guests when they register online for your party.
- Fees will be paid in full within five business days of event.
- Other arrangements: _____

Painting/Craft

Guests will make:

- Sign Size: _____ Single Design
- Custom Design (if stencils required, designs must be finalized within SEVEN business days of the event.

This gives the instructor time to create custom stencil for each participant.)

Design Descriptions:

- Other

Notes for guests re what to expect/skills required:

- No special skills required - beginner level class/activity

Event Organizer

Contact Person: _____

Address: _____

Email: _____@_____

Phone: (_____) _____

Deposit

A deposit of \$50.00 is required for a Private Party.

If deposit is taken by phone:

Name on card _____

Credit Card Number: _____/_____/_____/_____

Exp Date: ____/____ Security Code (on back, 3 digits): _____

Cancellation/Rescheduling

Despite the best of intentions and the most organized of plans, we understand that unforeseen events could possibly challenge the ability of you (or your guests) to make it to your private party. Please let us know as soon as you know! **Deposits are subject to forfeiture only when Helium Studio is NOT notified at least 7 days in advance of the event's scheduled start time.** You may opt to reschedule your Private Party with at least 2 weeks advance notice at no charge. If the event is cancelled after that time, your deposit will be forfeited.

Host Signature

If the Host is in agreement with the terms, please sign below.

Host Signature

Print Host Name

Today's Date