

# The Makers Market and Workshops **Private party** guidelines

At The Makers Market and Workshops, we love hosting your special events in our workshop. Our goal is to create a wonderful atmosphere for you and your guests to get creative, create memories and enjoy togetherness. We have set up the following private party guidelines that will help us achieve this together.

1. **Deposits:** A \$100 Deposit is required to secure your Private Party Date for Monday through Thursday and Saturday and Sunday Family Fun. A \$200 Deposit is required to secure your Private Party Date for a Friday or Saturday Evening.
2. **Link for group:** Once the deposit is paid, we will create a booking link for your private party within 24 hours. This is the link everyone in your party will use to register and pay for their project.
3. **Private Party Minimum requirement policy:** In order to reserve a private party, we require a minimum number of guests based on the type of workshop and day of the week:
  - **Weeknights (Mon.-Thurs.)** Minimum of 12 (we can seat up to 20)
  - **Friday and Saturday evenings:** Minimum of 20 – *Due to high demand*
  - **Maker's Morning Out:** Minimum of 6 (we can seat up to 10)
  - **Family Fun:** Minimum of 15 – *Due to high demand*
4. **Registration:** We ask that your entire group, register at least 5 days prior to your event. In the event you have cancellations from guests, this will give you a chance to try to find replacements in order to meet your minimum requirement.
5. **After minimum is met:** Once you have met your minimum (5 days before event) We will leave registration open up until 24 hours before your workshop, in the event you have extra guests who would like to join your party. If any guests would like to book with less than 24 hours notice they will have to call the store to reserve their seat and they will only be allowed to do a 12x16 project with a design from our Open Paint gallery.
6. **Hostess Free Project:** Evening Workshops: Once you reach your minimum of 12 guests (not including Hostess) we will give you a code to use (up to \$45.00) to book your project. If you choose to make a larger project, you may pay the difference at checkout. If you have a full workshop (20 guests) you will also receive a credit for a future project of \$45.00. For Family Fun Private Parties the hostess credit is equal to \$35.00. This hostess project credit excludes children's birthday parties.
7. **Guest Cancellations:** Please note: Once hostess free project credit has been used for your party, any cancellations within your group must be filled to maintain the minimum requirement.
8. **Party Cancellations and Reschedules:** Please note, The Makers Market has a no refunds policy regarding cancellations. If you need to move your party to another date, we do require at least 2 weeks notice. If the party is canceled, the deposit will be forfeited by the hostess.
9. **Deposit Refund:** Deposits will be credited back to the card or account you originally paid with, within 24 hours after your party. Please allow 3-5 days for your bank to credit to your account.
10. **Allotted time for parties:** The following are the **allotted times** for your private parties from set up to break down;
  - **Weeknights:** 6pm - 10pm
  - **Saturday nights:** 5pm - 9pm
  - **Maker's Morning Out:** 10:30am – 1:30pm
  - **Family Fun First Session:** 9:30am - 12pm
  - **Family Fun Second Session:** 12:30pm - 3pm

A) As the host, you agree to have any food/drinks or anything you bring with you, cleaned up **within the allotted time**. We ask you to please respect the timeline given and pace yourself accordingly.

B) As the host, you understand that we may charge you an additional \$50 for every half hour over the allotted time, in order to pay our assistants.