



PARTY PALACE LLC CONTRACT

Riverviews Artspace #108, 901 Jefferson Street
Lynchburg, Va., 24504, Ph: 434. 528. 3266

TODAY'S DATE: _____

TEA RESERVATION DATE: _____ TIME: _____

GUEST OF HONOR: _____

AGE TURNING: _____ SIZE RANGE: _____

Parent's Name: _____

Address: _____

Phone Numbers: _____

Tea for 6: \$250	Tea for 8: \$275	Tea for 10: \$350
Tea for 7: \$275	Tea for 9: \$325	
(Includes Guest of Honor)		

***** **\$75 NON-REFUNDABLE RESERVATION FEE** *****
 Paid by: Cash _____ Check # _____ Money Order _____

***** **BALANCE DUE ON OR BEFORE TEA TIME AS FOLLOWS** *****
 (Includes sales and food tax)

Tea for 6: \$184.72	Tea for 8: \$212.63	Tea for 10: \$290.60
Tea for 7: \$211.52	Tea for 9: \$264.09	(Taxes included)

PLEASE CALL WITH THE FINAL GUEST LIST THE WEDNESDAY BEFORE YOUR TEA. NO CHANGES CAN BE MADE AFTER THAT TIME UNLESS IT IS TO INCREASE THE NUMBER IN YOUR PARTY!

PARTY PALACE LLC assumes no responsibility or liability for accidents or damages caused during your party. I will work to ensure your guests are treated with care. PARTY PALACE LLC is not responsible for allergic reactions from wearing costumes or consuming any food or beverages before, during, or after your party. It is completely the responsibility of the guests and/or guest's parent/guardian to inform me of any dietary restrictions or food allergies of you and/or your guests.

Susan B. Williams

SIGNATURE _____ DATE _____

OFFICE USE:		
_____ CRAFT: _____	FAVOR: _____	CAKE: _____
_____ SPECIALS: _____	FLORAL: _____	SPECIALS: _____

**MAIL CONTRACT TO: Kim B. Clark
416 Kirkley Cr.
Forest, VA 24551**