



The Music Factory
1139 North MacArthur, Springfield, IL 62702

Birthday Party Guidelines and Contract

- **PARTY SPECIFICATIONS:**
 - **1 ½ hour party;** The first 45 minutes of the party will be used for themed music activities in the Yellow Room at the main studio (led by a teacher from The Music Factory). The last 45 minutes can be used for refreshments, opening presents, craft/activities, etc. in the Art Room.
 - **Up to ten children, plus their parents/caregivers**
 - **Family will provide** any food/beverages, extra craft/activity, arrangement of tables/chairs, and trash removal to outside bins (please leave everything in place as it was found).
 - **Food and beverages** are to be set up and to remain in the Art Room only.
 - **Parties may be scheduled** on Fridays after 12:30pm, Saturdays after 9:00am, or Sundays after 12:00pm.

- **PARTY FEES/DEPOSITS:**
 - **Currently Registered Music Factory families = \$125.00**
 - **Non-Registered Families = \$150.00**
 - *Party Fee includes:* Use of studio/restroom space, Art Room tables and chairs, themed music class with instructor of your choice from The Music Factory.
 - \$2.00 for **each additional child over initial ten (MAXIMUM 15)**
 - **Half of party fee** is due at time of booking (\$50 of this is a non-refundable deposit)
 - **A Damage Deposit of \$100.00** is also due at the time of booking (please provide a separate check). The Damage Deposit will be returned at the end of the party if there are no damages to the studio or items within the studio.
 - **Balance is due on day of party**, cash or check, please.
 - Additional Fees of **\$25/hour for each additional hour exceeding the initial 1 ½ hour party** (or \$12.50/ extra half hour)

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Please provide the following information to reserve your party date:

Name of child: _____ Age on birthday: _____

Name of Family Contact: (print)

Phone: (_____) _____ Other: (_____) _____

Email: _____

Date of Rental: _____ Time of Rental: _____ (a.m./p.m.)

Indicate special requests and/or THEME (favorite songs/activities to be included during party):

Deposit paid by Cash/Check # _____

\$100 damage deposit check received Yes or No Check # _____

I have read the party information and agree to the guidelines:

Family Contact: _____ Date: _____

Music Factory Representative: _____ Date: _____

Thank you for your interest in The Music Factory and for allowing us to participate in this important day. We look forward to celebrating with you and making music together with you and your child!