

**Parties to Go by Jo**  
**Contract for "To Go" or "In Store" Party event**

I, \_\_\_\_\_, agree to contract "Parties to go by Jo" on the date below for the total amount agreed upon. A **\$40 non-refundable deposit** is required to lock in the date requested. Only after the deposit is received by "Parties to Go by Jo" will it secure your party date. Remaining balance based on total participating guests is to be paid in full on or before the date of the event.

Package/Party requested: \_\_\_\_\_ ( ) Basic ( ) Premium ( ) Platinum  
In Store Party: ( ) or To Go Party ( ) [A \$50 fee will be added within a 25 mile radius]  
Date of event: \_\_\_\_\_ Time of event: \_\_\_\_\_  
Location of party \_\_\_\_\_ Phone number: \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Email Address: \_\_\_\_\_  
Number of people: (est.) \_\_\_\_\_ B-day person's name: \_\_\_\_\_ Age: \_\_\_\_\_  
Special assistance needed? \_\_\_\_\_ RSVP at: \_\_\_\_\_

- ❖ "To Go" Client is responsible for providing an area large enough to accommodate the necessary tables, chairs, and any other props needed for the party (if package requires these items). Client is also responsible for making arrangements to allow "Parties to go by Jo" sufficient time and parking to set up before the event and take down of event. [Client initials \_\_\_\_\_]
- ❖ Our price is for 15 children (14 guests + birthday child). The price is for 1 to 15 children the day of the party. If you go over the 15 children, you will be charged \$10 per child. If you have less than 15 guests, you will be charged the minimum package price.  
[Client initials \_\_\_\_\_]
- ❖ Deposit is non-refundable if client cancels event. [Client initials \_\_\_\_\_]
- ❖ A \$30.00 fee will be applied to all returned checks.
- ❖ Personalized invitations require at least **two weeks** booking/notice to ensure delivery prior to event. Invitations are hand made and require extra time. If modifications are requested after the invitations have been **created and approved by client**, an additional fee (**\$5.00**) will be added to the balance due. Client is responsible for all additional invitations ordered at the rate of **\$1.50** each. (Example: 10 invitations are ordered initially, then a request for 5 more is made, you will be charged an extra \$7.50) [Client initials \_\_\_\_\_]
- ❖ Please make all checks or money orders payable to: Parties to go by Jo
- ❖ Send deposit to: Parties to go by Jo, 11181 Beverly Hills, Helotes, Texas, 78023 (Not responsible for contracts lost in the mail.)
- ❖ **All** orders must be **confirmed 48 hours/ 2 days** prior to the event. Any events not confirmed are subject to cancellation at "Parties to go by Jo's discretion. Also, if we do not receive your **RSVP count**, you will be charged for the number of guests you initially estimated. [Client initials \_\_\_\_\_]
- ❖ "Parties to Go by Jo" is not responsible for any accidents or injuries during the event.

If you have any questions please call (210) 688-9550 or email jo@partiestogobyjo.com

*I have read the above and agree to all the terms and conditions of this contract.*

Client's signature \_\_\_\_\_ Date \_\_\_\_\_  
Deposit received: \_\_\_\_\_

**Pictures:** I give "Parties to Go by Jo" permission to use pictures taken at the event on their website solely for the purpose of advertisement. **Yes** \_\_\_\_\_ **No** \_\_\_\_\_  
Initials Initials

Thank you, Parties to Go by Jo

revised Mar 2011