

Parties to Go by Jo Contract for Party event

I, _____, agree to contract "Parties to go by Jo" on the date below for the total amount agreed upon. A **\$50 non-refundable deposit** is required to lock in the date requested. Only after the deposit and contract 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.

Theme Party /Package _____

Basic \$355* Premium \$435* Platinum \$495* (*Plus tax)

Travel fee [If outside the 20 mile radius from Helotes, Texas, a **\$1.00 per mile fee** will be charged].

Date of event: _____ Time of event: _____

Location of party _____ Phone number: _____

Mailing Address _____ City & Zip _____ Email Address: _____

Number of children:(est.invites) _____ B-day person's name: _____ Age to be: _____

Special assistance needed? _____ RSVP at: _____

Character _____ Gate code: _____

- ❖ "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. You may add additional guests for \$10 each and we will only provide for RSVP count reported before the party. **[Client initials _____]**
 - ❖ **Deposit is non-refundable if client cancels event.** **[Client initials _____]**
 - ❖ A \$40.00 fee will be applied to all returned checks.
 - ❖ Personalized invitations require at least **two weeks** booking/notice ensuring 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 (**\$25.00**) will be added to the balance due for the additional time and supplies to make new invitations. Any additional invitations beyond the 15 given with package are **\$1.00** each. **[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.*) We also accept VISA & Mastercard prior to party date.
 - ❖ **All orders must be confirmed with an RSVP count, 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. We start our parties 10 minutes promptly to the time set. **[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: _____ Credit card Do Not Send via email -- V/C _____

Exp Date _____

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