

Parties to Go by Jo Contract for "To Go" event

I, _____, agree to contract "Parties to go by Jo" on the date below for the total amount agreed upon. A **\$25 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: _____
Date of event: _____ Time of event: _____
Location: _____ Phone number: _____
_____ Email Address: _____
Number of people: (est) _____ B-day person's name: _____ Age: _____
Special assistance needed? _____ RSVP @: _____

- ❖ 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 _____]
- ❖ To order a "To Go" package, there must be a minimum of seven (7) children present (*not including the birthday child*). If less than seven (7) party guests attend, you will be charged @ the minimum rate of 7(seven) [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 **\$1.00** each. (Example: 10 invitations are ordered initially, then a request for 5 more is made, you will be charged an extra \$5.00) [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, San Antonio, Texas, 78254 (*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.
- ❖ "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

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

Client's signature _____ Date _____

Deposit paid: _____

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,
E. Jo Juarez
Parties to go by Jo coordinator