

## DANCE BIRTHDAY PARTY Request Form and Information

We are very excited to be able to offer our space for Dance Birthday Parties! First hour: studio provides instructor and a 1 hour dance class of your choice such as Hip-Hop, Fairy Princess or Cheer Party. Second hour (planned by parent) is the Birthday Celebration! You may bring in pizza, cake, ice cream, open presents, play games, etc. The studio provides post-party cleanup. Cost: \$125

Party Request Date: \_\_\_\_\_ Desired Time of party: \_\_\_\_\_

Name of Child: \_\_\_\_\_ Age: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Desired Date of Party: \_\_\_\_\_ Time of party: \_\_\_\_\_

Approximate # of Friends attending : \_\_\_\_\_

Party Theme (type of dance class requested): \_\_\_\_\_

Friends age Range: \_\_\_\_\_

Special Needs/Requests: \_\_\_\_\_

### Party Rules and Policies

Fee: \*\$125 with a \$50 non-refundable deposit is due at the time of party reservation.

- ◆ Party reservations are made on first come, first serve basis. Reservation is not considered confirmed without a deposit.
- ◆ You may decorate using tape on mirrors. Pins, or nails are not allowed on the walls, mirrors, windows, tables, or furniture.
- ◆ Food and beverages are allowed in designated party room area only .
- ◆ The studio will provide garbage bags. Please place all trash into bags and remove decorations at the end of the festivities.
- ◆ **Street shoes are NOT permitted in the dance floor area. Chaperones and attending adults: please remove shoes as well.**
- ◆ Have fun and be safe. No running, jumping or climbing on furniture, or touching the mirrors. Person hosting the party will inform all guests to behave in a respectful and responsible manner toward other guests, instructors, and our facility.

**Signature:** \_\_\_\_\_ *party host/parent*

**By signing this form, I agree to adhere to all of the above stated rules and policies.**

**Date:** \_\_\_\_\_

**Office Use Only**

Deposit: \_\_\_\_\_ Date: \_\_\_\_\_

Agreed Party Day/Time: \_\_\_\_\_

Instructor: \_\_\_\_\_

## *Dance Birthday Parties*

**DECORATING:** Let us know when you'd like to decorate (either early that day or the night before). We will either provide you with a key or plan to have the building open for you. Decorating anywhere is permissible. Taping crepe paper and balloons along the top of the mirrors is usually the norm., but be creative as you'd like, or do nothing at all! We have a long folding table(stored behind the stereo) to set up for you in the dance area which is where they have the cake and ice cream. Just bring a table cover to match your theme.

**DANCE CLASS:** We have several themes for the actual dance class. The instructor provides an hour class and we can tailor it to your needs. We also have a separate theme with a guest visit from Cinderella and or Snow White ( details on our website).Once the class is over you will have the space for your party. We have a boom box if you'd like to bring along some of your own music for the remainder of the party. *Some instructors can also do a simple "dance craft" which students take home. Examples would be decorating a wand or crown for younger parties or decorating a dance bag or t-shirt for older students. Just ask us. We have lots of projects! Cost is approximately \$2-\$3 per person for supplies.*

**CAKE AND PRESENTS:** We have some folding chairs but most parties use the folding table for cake and beverages then they open the gymnastic mats and the dancers sit on them to eat their cake etc. It is up to you. Food/tables and chairs are allowed in Studio B only. Sometimes people prefer to do the presents in the waiting area lobby or in the dance space, depending on the size of the group.

**CLEAN UP FOLLOWING THE PARTY:** Please place all of your trash into bags provided by the studio and remove decorations. You can leave the full bags on the dance floor and we will dispose of the trash later. Full clean up is provided by the studio.

**CLOSING UP:** Please turn off lights and lower heat (during cold months).We will provide you with a key to lock the front door and you may return the key to us next week

**FOOTWEAR: We ask that you note on your invitations:** "Please bring your dance shoes (*the studio does not allow "streetshoes" on the actual dance floor*). If you do not have dance shoes, you can wear any type of sneakers that have not been worn outside, or we recommend barefeet (socks are too slippery)".

**Important Safety Issues:** Please remind your party that students are not to touch or lean on the mirrors or "hang" on the ballet barres. Emergency telephone numbers are in the office on the wall. Also, feel free to contact me at home 761-2938 or cell 749-4574 if you have any questions on or before the day.

**Have a great party! Susan Cloutier, Director**