

POSH TOT EVENTS POLICIES

Travel Fee: A travel/fuel surcharge may apply to your event based upon your distance from East Cobb/Marietta. You will be notified of this fee (usually between \$10 and \$30) once we map out the address of your event.

Payment: To reserve your party date, we require a Non-Refundable Credit Card deposit of \$100.00 (US). Unfortunately, we are unable to accept checks for deposits. We require a payment of 50% of your total package once you have approved your invitation and before we mail it out (approximately 3 weeks prior to your event). If you choose to cancel for ANY reason, your deposit is non-refundable. Your final payment is due 7 days prior to your event and is based upon your final headcount. If we are unable to process this payment, we reserve the right to cancel your event.

Rush Policy: If you are requesting, and we have available, a party date less than 3 weeks out, we may require a rush fee and you will be informed of this fee at the time of booking (usually between \$25 and \$50). Additionally, if we do not receive your final guest list at least **7 days prior to your event** you will be charged a \$25 rush fee to accommodate shipping charges of our customized items.

Minimum/Maximum Attendance: Our parties are designed and priced for 10 children (including the birthday child). You will be charged for that minimum even if less than (10) ten children attend your event. If you have more than 10 children at your event, you will be charged \$20/for each additional child, over the amount of (10) ten. Parties for over 12 children may require an additional fee of \$65.00 for an additional party hostess, plus \$20 per child. Parties over 20 children may require a third hostess. If you have children show up that are not on your final headcount, we will do our best to include them but cannot guarantee they will receive favors or cupcakes.

Party Time: Our Posh Party packages are 1.5 hours in duration. Deluxe and Platinum Events will run two hours in duration. We will arrive between one and one and a half hours before the schedule party time to set up and will require up to 45 minutes breakdown time after the party. Your invitation will state a start and end time for your event and the duration will not exceed 2 hours. All Posh Tot Events start and end **on time. There are no exceptions.** We cannot accommodate parties that last longer than 2 hours and we will not extend your event because of late arrivals. It is your responsibility to communicate the party timeline to your guests if you believe this will be an issue. Breakdown of your event will begin at the end time stated on your invitation. If you wish to continue your event after our service is complete, we request that you move your guests to a separate area while we break down. As we often have several events booked in one day, there is no wiggle room with this policy. In the event that we are not able to break down your event on time, you will be charged an additional fee of \$75 per hour.

Set up: Set up of your event happens quickly. We have much to do in a short window of time. For this reason we request that you keep your children and other family members and guests away from the set up area. Time spent interacting with your children and guests takes away from our ability to stay on schedule and get your event set up on time as well as taking the mystery out of our "transformation" of your party space. Your cooperation in this matter is greatly appreciated.

Event Execution: Each Posh Tot Event is unique. Exact décor, party favors and costumes are subject to change slightly based upon product availability. We do a lot of repeat and referral business and update our event designs frequently to keep them fresh and unique. We will always present a posh event that fits your theme even if exact details vary slightly from things that are depicted on our website. Any major changes will be communicated to you in advance of your event. If there is something you have seen on our website that you want at your event, please ask. We may be able to accommodate you.

Food and Beverages: We will provide lemonade and "Posh" themed cupcakes for your event. If you choose to provide your guests with lunch, we suggest finger foods such as pizza, chicken fingers or sandwiches and we will be happy to serve them. We ask that tomato based entrees (other than pizza); pastas, greasy or messy foods are not served as they can stain our linens and costumes and make clean up a challenge.

Event Location Requirements: If you choose to hold your event in your home, we request a cleared out area in your home of at least 12' x12' in which to set up. We do not move furniture and request that the area be cleared out prior to our arrival. You may host your event outdoors, with the exception of Hannah Rocks Party; however, the temperature must not exceed 80 degrees at the time of the event set up. We can provide a 10x10 canopy at an additional cost; otherwise we will need a shady or covered area to set up. The area should be flat and dry. We will not set up in wet grass or mud.

Rain Policy: We will NOT provide refunds due to rain. If you choose to hold your event outside, you must have an alternate rain plan. We will not set up an event in the rain or if there are any signs of rain. There are **NO EXCEPTIONS** to this policy.

Other Locations: We are happy to execute your event at the location of your choosing. However, in the event that you choose a hotel, clubhouse or other public local, please be advised that you are responsible for all fees, permits, rentals, etc that may be required to execute your event. We do not bring tables and chairs into hotels and to some public location (such as parks) therefore table and chair rental may need to be arranged. This is determined on a case by case basis. We can make these arrangements for you and will bill you for any incremental charges. Additionally, we will bill you for any gratuities to bellman and parking expenses that we incur in the course of executing your event.

Liability: We strictly provide entertainment. We are not caretakers/babysitters. Please be aware that children, under the age of 3 especially, need to be supervised. We will treat your home with the utmost respect and care. However, we cannot be held responsible for accidental damage caused by a guest. If you have any precious belongings please remove them from the entertaining area to prior to the event.

Cancellations and Refunds: If you must cancel your party for any reason, the following refund policy applies: Your deposits are non-refundable, however, if you need to reschedule, we will gladly offer an alternative party date for your consideration. Parties that are rescheduled less than 8 days out will be charged the following cancellation fees: Posh Parties \$150, Deluxe Parties: \$300, Platinum Parties \$450.

Insurance: Posh Tot Events L.L.C. is insured by The Hartford. Posh Tot Events, L.L.C. assumes no responsibility or liability for accidents or damages. In the event of damage or loss of Posh Tot Events, L.L.C. inventory and/or damage or loss to the party's location, the financial responsibility lies entirely on the client. Posh Tot Events, L.L.C. is not responsible for allergic reactions or any other medical reaction stemming from the menu, wearing of costumes, or any activity taken place before, during and/or after the party. In the case of liability and/or financial remuneration due to the aforementioned, the responsibility lies strictly with the client.

Photography: Posh Tot Events, L.L.C. reserves the right to use photographs taken at your event in any and all promotional media, whether now known or hereafter existing, controlled by Posh Tot Events, in perpetuity, and for other use by Posh Tot Events, L.L.C. As a host of a Posh Tot event, you agree that you will make no monetary or other claim against Posh Tot Events, L.L.C. for the use of any photographs taken of your child (or children), your home and your guests.

Costumes: All costumes are made to wear over a child's own clothing; however, leotards and/or spandex pants and t-shirts are our recommendation. You will be responsible for excessive damage to the costumes.

Disclaimer

We do not offer characters from television. We only have professional theatrical costumes. It is not our intention to violate any copyright laws. The characters that we offer are NOT name brand copyrighted characters, and we make no attempt to market them as such. We will only accept bookings from individuals who are aware that we DO NOT represent any licensed birthday party character.

We cannot be held responsible for non-performance of contracted obligations due to certain events including, but not limited to: cancellation or postponement of the event by the Client, riots, war, acts of God (including floods, earthquakes, tsunamis, volcanic eruptions and widespread damage due to other natural disasters), acts of government and other actions of Authorities that are beyond our control.