



**Brittany Cody Dance Company  
Event Rental Application and Agreement**

Host Name \_\_\_\_\_ Event Type \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Date of Party \_\_\_\_\_ Time \_\_\_\_\_

Party Package	Please Check One
Package C \$250.00 (3 hour minimum)	<input type="checkbox"/>
Package C \$275.00 (4 hour minimum)	<input type="checkbox"/>

Optional Add Ons	Please Check All that apply
Additional 30 minutes added to your party	<input type="checkbox"/> \$25.00
Event Planner	<input type="checkbox"/> \$50.00
Extensive Catering Commission	<input type="checkbox"/> Catering Cost _____ x 20% = _____
Customized Water Bottle Wraps	<input type="checkbox"/> \$40.00
Toddler Slide and Ball Pit	<input type="checkbox"/> \$25.00
A Real Princess (45 minutes)	<input type="checkbox"/> \$50.00
10 Party favor bags (only used for Package A)	<input type="checkbox"/> \$35.00 Additional party bags over 10 _____ x \$5.00 each = _____
10 Custom Party Invitations	<input type="checkbox"/> \$35.00 Additional party invitations after 10 _____ x \$2.50 each = _____
15 Themed Party Favor bags (only used for Package B)	<input type="checkbox"/> \$40.00 Additional party bags over 15 _____ x \$8.00 each = _____
15 Custom Party Invitations (only used for Package B)	<input type="checkbox"/> \$45.00 Additional party invitations after 15 _____ x \$3.00 each = _____

**Party Package Total \_\_\_\_\_ Add ons total \_\_\_\_\_ Total Due \_\_\_\_\_**



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**Event Regulations:**

- Host is able to arrive 30 minutes prior to the start time of the event and must vacate the premises no later than 30 minutes after the end time of the event. Any additional time will require an additional \$50.00 fee added to the event balance
- You are more than welcome to bring in small additional table decor and/or signs
- You are more than welcome to bring small snack trays; no extensive catering is allowed, unless booked through Brittany Cody Dance Company
- Absolutely no alcohol allowed on the premises.
- Smoking is not permitted inside the building or at any entrance
- Each renter will assume full responsibility for any damage caused to any part of the entryway, studio, back rooms, bathroom, stereo equipment, floors, windows, mirrors, walls, ceilings, etc., sustained during the renter's scheduled studio time. Each renter agrees to pay in full for repair or replacement of any item or structure damaged by the renters or guests invited. Full payment for damage will be made within ONE MONTH of the damage.
- Please Note: ALL Rentals are not confirmed until a signed contract and full payment has been received.
- There is a 48 hour cancellation policy.
- Once your party is booked, we will invoice you for the full amount of rental. A \$50.00 Deposit is due immediately upon booking. Full payment is due at least 7 days prior to your event. Renters may choose to pay by check but will need to mail a check prior to their designated rental time. A fee of \$50 for any returned check.
- Space may be canceled via email with two weeks' notice. *If a cancellation is arranged after rental fee has been paid, the balance will be applied towards future rentals of Brittany Cody Dance Company (no refunds)*

By signing below you agree to the terms and conditions stated above

Name\_\_\_\_\_

Signature\_\_\_\_\_ Date\_\_\_\_\_

**Office Use Only:**

Total Due:\_\_\_\_\_

Deposit Recieved\_\_\_\_\_

Remaining balance\_\_\_\_\_



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