

## **LadyBug Academy Birthday Parties Booking Policies:**

1. \$150 dollar non-refundable deposit is required for booking all parties. The remaining balance of the bill will be settled at the day of the party at Ladybug Academy. We accept checks made out to LadyBug Academy or PayPal Payments send to [arazavi@ladybug-academy.com](mailto:arazavi@ladybug-academy.com)
2. You will be contacted by our party coordinator via email the Monday before your party to discuss your selections.
3. All parties are taking place on the weekends
4. A standard \$50 clean-up fee will be added to ALL parties bringing outside food.
5. All parties start at the top of the hour. Please DO NOT arrive more than 10 minutes before the start of your party, as you will not be given access to building.
6. Parties are 1 hour and 45 minutes (1 hour of activities followed by 45 minutes in the party room) Children will not be allowed to re-enter the activity room once the party has entered the party room.
7. We are a nut-free facility. Ultimate parties are all-inclusive (pizza, cupcakes, and drinks) cant contain nuts.
8. Outside food will only be allowed for parties. If you choose to bring in food for your party, please ensure that it is nut-free. NOTE: LadyBug Academy staff will not handle nor serve outside food due to the liability of unknown ingredients.
9. Food and drink items will not be available on-site the day of your party, so please plan ahead.
10. We do not allow regular balloons or confetti or any similar decorations, as it drastically slows down our cleaning process. If confetti is used an appropriate cleaning fee will be assessed to your final bill.
11. Changes, Rescheduling and Cancellation Policy
12. To avoid additional charges, we require at least 6 business days advance notice if you need to cancel or reschedule your party. Your party must be

rescheduled within 2 months of the original party date. If you cancel or reschedule your party within 6 days of your party date, you will be responsible for 50% of the total party price.

13. If you cancel or reschedule your party within 5 days of your party date, you will be responsible for 100% of the total party price. We will do our best to accommodate changes to your party, but cannot guarantee any additions or changes after the specified deadline given to you by the party coordinator.