



## It's Party Time!

### Little Roots Birthday Party Request Form

To request a Little Roots Birthday Party, please fill out this form and email to [amandap@317main.org](mailto:amandap@317main.org)

You will receive notice that we have received your request. You will also receive a confirmation email when the date has been set.

A **\$50 deposit** will be due upon **confirmation**, payable to 317 Main.

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_ DOB: \_\_\_\_\_

Parent Contact: \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Home phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

How did you hear about Little Roots Birthday Parties? \_\_\_\_\_

Requested Party Date: \_\_\_\_\_ SATURDAY Dates ONLY

Requested Party Time: \_\_\_\_\_ 1-3pm or 2-4pm

Does the birthday child have a special musical interest?  
\_\_\_\_\_

**Little Roots Musical Adventure Party: \$200 (5% discount for current 317 Main students)**

- 2 Hour Room Rental (music room 11 and Café seating area only)
- 30 Minutes of Musical Adventure time with a Little Roots Teaching Artist
- Set up and Clean up by us (Birthday Banner with Child's name will be displayed)

**\*\*Balance for Party is due Two Weeks Prior to the Birthday Party Date. Thank You.\*\***

**Cancellation Policy:** We understand that sometimes parties need to be canceled or re-scheduled. If you need to cancel or reschedule your child's party please give us at least **two weeks notice**. If a party needs to be canceled with less than 2 two weeks notice, there will be a \$50 cancellation fee. **No refunds will be given if party is canceled less than 48 hours prior to scheduled date.**

## FAQ's

- You will have the party room and the Café seating area for two (2) hours.
- The start time of your party will be the time for guests to arrive.
- You will be able to arrive **15 minutes** prior to your party to set the tables and bring in food/cake.
- Cleanup of the room will begin promptly at the end of your two hours.
- Candles, other than on the birthday cake, are strictly prohibited.
- Glitter and confetti are not permitted.
- Children must be supervised at all times.

## Food and Non-Alcoholic Beverages

- Food and Drink are NOT permitted in the MUSIC room at any time, the Café seating area is open for use.
- 317 does not provide refrigeration for party.
- 317 Main is NOT a nut free facility.

## Community Conduct

317 Main is a Community Music Center. All visitors deserve respect and the opportunity to enjoy themselves in a fun and peaceful environment. If the community code is not followed, your group may be asked to leave. **All children must be supervised by an adult at all times. Wandering throughout the building is not permitted.**

## General Information/Policies

Hazardous Material – Client agrees not to bring on to the premises any material, substance, equipment or object which is likely to endanger the life of, or cause bodily injury to any person or property or which is likely to constitute a hazard.

Conduct – The conduct of all event participants while on 317 Main property shall be the responsibility of the Client. Client also accepts all responsibility for any injury to person(s) or property, or loss of or damage to the property or theft of personal property during the rental period, or resulting there from. Failure by any individual or group to follow all codes of conduct will be cause for eviction. 317 Main retains the right to evict objectionable persons from the premises. Repeated violations may result in denial of future reservation requests.

Indemnity – Client shall release, indemnify, and hold harmless, 317 Main Community Music Center, its agents, officers, or employees from any and all responsibility or liability for any and all damages or injury of any kind or nature whatever to all persons, whether agents or employees of the Client or persons attending the events for which the premises have been leased, and to all property damage proximately caused by, incident to resulting from, arising out of occurring in connections with, the use by the Client of the premises. The provisions of this section shall include any and all losses, damages, injuries, settlements, judgments, decrees, awards, fines, penalties, claims, costs and expenses, including reasonable attorney's fees.

Smoking – Smoking is prohibited on the 317 Main property.

Parking – Parking is available.

Lost or Damaged Personal Property –317 Main assumes no responsibility for the damage or loss of any articles left on property prior to, during, or following the event. Any items left behind will be held at 317 Main for pickup for up to two (2) days after the event.

Damaged Property – The client will be responsible for any damage to 317 Main property and will be charged for any/all damages.

\_\_\_\_ I give (\_\_\_\_ I do not give) permission for photos/images of my child(ren) to be used by 317 Main for promotional purposes.

**For bookings, appointments or questions, contact us at 207 846-9559 or email Little Roots Director Amanda “Panda” Parkhurst at [amandap@317main.org](mailto:amandap@317main.org)**

I have read and agree with all of 317 Main’s Policies and Procedures including the Cancellation Policy.

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