

**A Princess For A Day Venue
Policy Terms & Agreement**
Our Policy Terms are subject to change

This is a signature agreement contract between Guest Host and
A Princess For A Day Venue.

We are very excited that you have chosen *A Princess For A Day* for your upcoming Party Wedding or Event. Below is very important information, which will help make your Party Wedding or Event as stress free and seamless as possible. Please read our policy terms and agreement carefully.

DEPOSITS/PAYMENTS

- All deposits and payments become non-refundable and non-transferable upon booking.
- Payments for Same Day Party, Wedding, or Events are paid in full at the time of booking and are non-refundable once booked.
- For all packages, final payments are due seven (7) days prior to the ceremony.
- If final payment is not received by the due date, the Party, Wedding or Event will be automatically removed from our calendar due to non-payment.
- If a Guest Host needs to cancel a scheduled Party, Wedding or Event date for any reason, we will make every attempt to reschedule the date within 60 days.
- All changes are based on our availability and are NOT automatic or guaranteed. Any deposit paid will be applied to a new date booked within 60 days from the original date.
- Previously paid deposits will not be applied towards the new date if the new date is more than 60 days after than the original date. Any rescheduled date outside of the 60 days will be considered a new reservation and a new deposit will be required.
- Host Guest may reschedule their Party, Wedding, or Event once without penalty and apply any paid deposit(s) to the new date and time scheduled within 60 days of the original booking.
- No Show Appointments are not rescheduled

ARRIVAL

- The venue doors will open and be available 30 minutes prior to the scheduled Party, Wedding or Event, unless otherwise approved by the A Princess For A Day staff.
- For couples getting married one (1) member of the Couple, should arrive 15 minutes early to process legal paperwork. This is very important as we often host more than one Party, Wedding or Event in a day, and it is very likely either one may be scheduled immediately before or after yours.
- There is a fifteen (15) minute grace period on arrivals. After 15 minutes, the scheduled Party, Wedding or Event will be considered a No Show and All monies paid become non-refundable.
- Please note: your Party, Wedding or Event will still end at its originally scheduled time, even if it starts late.
- The venue has been reserved exclusively for your use for the allotted time designated by your choice package.

PACKAGE CHANGES

- You can make changes to your package only up to fourteen days (14) prior to your scheduled Party, Wedding, or Event.
- Upgrades are permitted only if our schedule allows. Upgrades are NOT guaranteed.
- All packages have an 8-guests limit with tables, and a 12-guests limit without tables. The guest count includes the Guest Host (s)
- If there are unexpected guests that exceeds our capacity, the additional guests will not be permitted inside regardless. The scheduled Party, Wedding, or Event will be delayed or subject to cancellation if guest the count is not resolved within 15 mins of scheduled start time.

ALCOHOL

- Our venue has been permitted and authorized by Tallmadge City Hall to serve only our Newlywed Couple a limit of one (1) single champagne/wine toast per ceremony.
- Although we do not encourage alcohol or excessive drinking, we do understand we cannot control choices of our guest. If we become aware outside alcohol is consumed or served on the premises the entire guest party must sign a "Release of Liability" form. This form releases A Princess For A Day from any liability or possible negligence of any guest.

- If the form is declined to be signed by any person in the party, the Wedding will be reported and cancelled immediately.

PRINCESS PARTY

- Princess Party are suitable for age 6years and up.
- All attending Party Princess MUST wear any style dress of yours or their choice.
- This is a party the princess will transform “Themselves” into princesses. This is the time we mentor our little ladies on proper etiquette and class while enjoying; dress up, play makeup, nail painting, Karaoke, a mini fashion show, and games. They’ll also enjoy a birthday celebration with Cake, Pizza and Lemonade toast to the Princess of Honor. (*Unlimited Party Package only*)
- All parties must include one (1) adult chaperone ages 21 or older to remain on the premises during duration of the party
- Chaperones are not included in the guest count.
- Because of limited space we ask the no more than 2 chaperone escort each party. We ask that chaperone remain in our guest lounge with a book or laptop. We do offer WIFI, water and coffee for your comfort.
- All product ingredients for (food, play makeup, polish etc.) available upon request.
- All Princess Parties includes one (1) Event Planner & Assistance
- All parent of each guest princess is welcomed to schedule a Consultation and Tour of our venue Monday – Wednesday 8am to 6pm. (*upon availability*)

PRIVATE MEETING (Monday – Thursday 8am to 7pm)

- Our meeting room can hold 8-guests with tables and up to 12-guests without tables.
- Because of “noise ordinance” building policy we do host musical or concert style events.
- All Private Meeting includes one (1) Event Assistance
- Feel free to schedule a consultation to discuss your meeting details or to take tour of our venue.

WEDDINGS

- A valid marriage license is required to get married in OHIO. Please visit our website www.APrincessForADay.com and click on the link "How To Obtain Your Ohio Marriage License" Ohio Marriage Bureau website. Follow those steps, as well as Watch the tutorial marriage license video provided.
- The Couple must bring their marriage license and valid photo ID on the date of the ceremony. Ceremonies will absolutely not take place without it.
- Couples who've purchased the *Wedding Express Packages* MUST come fully dressed and ready.
- NO CONFETTI, GLITTER, RICE PERMITTED ON THE PREMISES. Bubbles are allowed outside only.

PHOTOGRAPHY & VIDEOGRAPY

- Please call our venue if you would like to schedule a photoshoot with our in-house photographer. 2-week advance notice is required.
- Personal Photographers and Videographer are welcomed and will be considered as one member of the allotted guest count.
- Please consider Tagging your pictures captured inside our venue onto our Social Media pages (Fb & IG) [@APrincess4ADay](https://www.instagram.com/APrincess4ADay).

By attaching your electronic signature and \$25 non-refundable deposit, you acknowledge that you have read, understand and agree to the following policy terms and conditions. You also agree to maintaining proper conduct of attendees as well as returning all furnishing, fixtures and carpet within A *Princess For A Day* venue back to its original condition.

E Signature: _____ Date _____

If you "Decline" these Terms and Conditions, we will not be able to facilitate your Party, Wedding or Event. Please [contact us](#) immediately to discuss.