

## Private Party Room Information

Sugarbaby's Cupcake Boutique offers a private room ideal for children's parties, bridal and baby showers, meetings, celebrations and other quaint gatherings.

Please speak with our Private Party Coordinator for specific details and room availability. Advanced booking and signed agreement required. Below you will find some examples and suggestions of what we can offer:



### Children's Party Suggestions

#### 1) "Decorate your own Cupcakes Party"

Includes cupcakes or mini cupcakes (vanilla and/or chocolate cake) pre-iced with your choice of frosting(s). We provide an assortment of decorative toppers such as colored sprinkles, chocolate chips, mini flowers, etc. for the children to add to their treats, as well as a box to take their uneaten creations home. Beverages are included for each participant (choice of sodas, milk, apple juice, & bottled waters). Beverages for adult attendees should be ordered separately.

**\$5.25 per child/participant (1 cupcake or 3 mini cupcakes)** (plus room fee)

**\$7.00 per child/participant (2 cupcakes or 5 mini cupcakes)** (plus room fee)

#### 2) Sugarbaby's Cupcake Party

Includes one cupcake per child in your choice of flavors (vanilla, chocolate or red velvet), colors, sprinkles etc. pre-decorated and ready for your event. Let us know your theme and we'll try to coordinate something to compliment your look. Beverages included for each participant (choice of sodas, milk, apple juice, & bottled waters). Beverages for adult attendees should be ordered separately.

**\$5.00 per child/participant** (plus room fee)

Special request decorations may require an additional charge

### Adult Party Suggestions

The perfect setting for that bridal or baby shower...the ideal location for that late afternoon meeting, staff reward or private celebration...Sugarbaby's offers a unique environment that's sure to please all your guests. Let us provide the sweets, beverages, coffee or teas, and a lovely atmosphere so you can enjoy each other's company without the hassle.

Cupcakes & Beverages - \$5.75 & up / per person (plus room fee)

2 Bite Minis, Mini Bundts & Beverages - \$6.50 & up / per person (plus room fee)

Once a date and availability is confirmed, the attached 2 page agreement must be signed and submitted in order to guarantee your party reservation.

All reservation inquiries and party details are handled by our Private Party Coordinator exclusively and other members of our staff are unable to give information out about availability. Please **call** to speak with our party coordinator specifically. We are unable to take party inquiries or make arrangements via e-mail. Parties are booked on a first come / first served basis.

*Rates subject to change without notice. All parties subject to current rate at time of signed reservation/confirmed booking.*

# Private Party Room Agreement

Current rates effective for all parties booked after 4/20/09.  
All rates subject to change without notice.



## General Party Room Rental Rates 10am- 7pm

Hourly Party Room rental: \$80/hour

**Rental of the Full Seating Area (available Tues – Fri only) : \$160/hour**

(This does not include usage of the service/retail area. This area will still be available to carry-out customers. Party must be contained within the seating area only.)

**Store Closure for Private Event (available Tues – Fri only) : \$225+/hour**

**Set up time - All parties:** Host may arrive up to 45 minutes prior to the event time to set up the room at no additional charge. DO NOT arrive sooner than 45 minutes early. Parties requiring more time before and/or after their scheduled party time for set-up or break-down will need to reserve and pay for that time at the full hourly rate.

The **time reserved is the time charged** regardless of guests that leave early.

Guests should exit the room **by the end of the reserved time** so that staff may clean the space and prepare for the day's remaining events and customers. Parties that are not cleared from the room **by 15 minutes after the reserved time will be charged an additional ½ hour room fee.**

## Permitted Use of the Space

**The Maximum number of guests in the private party space is 24 seated guests. This number includes ALL attendees - children AND adults. (i.e. A party of 15 children will only have room for about 9 adults, hosts and/or entertainers). NO EXCEPTIONS.** Parties planned for more than 24 total attendees will either be declined or required to reserve the full seating space for additional fees (option not available on Saturday).

For the comfort of your entire party and other store patrons, please do not invite more guests than the room can comfortably hold. **THIS IS AGAINST FIRE CODE.** Our private party room is a separate space. The general seating area is **reserved for daily store patrons and is NOT to be used for parties that overflow.**

**All party participants, activities, and supplies MUST BE CONTAINED IN THE PARTY ROOM / DESIGNATED RENTAL SPACE.** This includes children and their parents or guardians, gifts, entertainers and activities, decorations, music, food, trash and anything else related to the party and it's participants.

Hosts that **DO NOT** contain their party to the assigned space **WILL BE CHARGED THE FULL SEATING AREA RENTAL RATE OF \$160/HOUR** regardless of how busy the store is or how much extra space you use. Hosts that do not appropriately contain their party to the assigned space will be given **one warning** before the above charge is automatically applied to their ticket. This rate covers the additional cleaning required and the inconvenience to regular patrons that are not able to stay and dine in comfortably.

If the full seating area is not **reserved prior to the event day**, regular store patrons **will be allowed** to sit in the general dining area, even if you are charged the extra fee for your party's overflow.

We DO NOT *reserve* the full seating area on ANY SATURDAY, but **will enforce the full rental fee** for those parties that do not comply.

## General Information for all Events:

Your event date and time allowance must be **reserved with a credit card and signed agreement in advance.** Events cancelled within **3 weeks or less\*** of the event day, are subject to a cancellation fee equal to a **minimum of 50% of the total room rate** originally reserved. \*(it is difficult for us to re-book a new opening on such short notice.)

**There is a minimum \$50 Food/Beverage purchase required with all room reservations.**

Aside from our per person rates, you may also purchase your desserts per item or by the dozen, and drinks individually. Standard menu prices apply.

**Please confirm your guest count and food/beverage needs at least 2 days prior to your event.** We are unable to prepare additional desserts at the last minute. Any additions will have to be selected from what is available in the bakery case at the time.

Our staff will set-up your room with the requested supplies, beverages, and desserts **PRIOR to your party's start time**. To avoid disturbing your party, our staff will not be coming in and out of the room, so if you need additional supplies during your party, the host should please let the counter staff know, and we are happy to add additional items upon request. **"Serving" of food and beverages is the responsibility of the host.** We do not have full service staff available.

You are welcome to bring in other food items such as sandwiches or appetizers from home or from your preferred caterer. We simply ask that you let us provide your desserts and beverages. No cakes or beverages from outside vendors please.

Host may be permitted to bring in champagne or wine for **ADULT functions with advance notice**. Glassware must be provided by host and no more than 1 standard sized bottle per 4 adults is allowed. No beer or liquor please.

We provide white table cloths for up to 3 of our 5 ft. set-up tables. White tablecloths for our black square dining tables are available at an additional charge. Your linen rental order must be placed at least 1 week prior to your event.

We are able to provide white paper napkins, silverware, tumblers, glass coffee cups, and our black and white acrylic dessert plates for your event, or you are also welcome to bring in decorative paper products to coordinate with your theme. Our dessert plates are small, so we suggest that hosts **bring disposable plates if you will be serving food**.

Floral arrangements, balloons, and table decorations are permitted **with prior approval**. Decorations must be suitable for children's viewing. **Decorations may not be attached to the walls, doors, floor, light fixtures or ceiling.** (see more below)

**ALL activities, entertainment, etc. must be pre-approved prior to the party.** We do not allow bubbles, sno-cone machines, chocolate fountains, drink machines, or other equipment or activities that may spill, stain or damage the room. Any adhesives, glue, or paints used for crafts, table decorations, etc. must be washable and removal is the responsibility of the party host. No loose glitter, glitter table linens, confetti or table sprinkles allowed in the store. Decorative candles, other than birthday candles, must be enclosed – no open flames and no "sparklers" please. **Additional fees will be applied to the credit card on file for extra cleaning required due to non-approved items or activities.**

**Parties with crafts will be required to either rent table linens or provide their own table covers.**

Parties with music or sound system usage must be pre-approved and will be required to **close the party room doors** to prevent disturbing the other patrons. Volume must be kept at a comfortable level for ALL store patrons.

Deliveries of food, decorations or other items should be arranged for a time when the event host will be present (within 45 minutes of the event time) as we can not be responsible for receiving and storing such items. All serving pieces and utensils for food and beverages not provided by Sugarbaby's are the responsibility of the host. We are unable to store cold items or heat food for your party.

**Please be aware that any damages to any part of the store, furniture, or serving pieces by event attendees will be the responsibility of the event host and necessary charges will be applied to the credit card on file.**

**By signing below, you verify that you are aware of all terms of use for Sugarbaby's party room (Pages 1 & 2 of this agreement) and agree as a host to be responsible for your event. Your credit card will not be charged until the date of the event, unless you are subject to untimely cancellation fees. A signed copy of this agreement must be submitted with your valid credit card information in order to guarantee the reservation of your approved date and time. Your party is NOT confirmed without this agreement.**

<b>Print Host Name</b>	<b>Signature</b>	<b>Date</b>
	Party Room(\$80hr)    Full Seating Area (\$160hr)    Pvt. Event(\$225hr)	

<b>Contact Phone</b>	<b>Space Requested</b> (circle one – to be confirmed by staff) (full seating area or private events/closures NOT available on Saturday)
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<b>Event Day</b>	<b>Date</b>	<b>Start time</b>	<b>End time</b>
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**Completed by staff:**    *(if faxing this form to us, please phone in your credit card information)*

<b>V MC AE</b>	<b>Credit card #</b>	<b>Exp Date</b>	<b>Zipcode</b>
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<b>Event space approved:</b>	<b>Conf. Date</b>
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