



www.ClassyGirlCupcakes.com

Cupcake Land Party Venue • 95 N Moorland Rd • Suite A17 • Brookfield, WI 53005  
Christina DeCicco, Event & Party Manager • christina.decicco09@gmail.com • 414/803-8765

## PARTY CONTRACT

### CLIENT INFORMATION: (\* = Required)

\*Name: \_\_\_\_\_

Company (if corporate event): \_\_\_\_\_

\*Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Phone (cell/home/work?): \_\_\_\_\_

Other Phone (cell/home/work?): \_\_\_\_\_

\*e-mail: \_\_\_\_\_

### EVENT INFORMATION: (\* = Required)

\*Date: \_\_\_\_\_

\*Party Time: \_\_\_\_\_

Type of party: \_\_\_\_\_

Guest of Honor's name: \_\_\_\_\_

Age turning (if child): \_\_\_\_\_

T-shirt size: \_\_\_\_\_

\*No. of guests decorating: \_\_\_\_\_

(counted toward package price)  Children  Adults

No. of chaperones: \_\_\_\_\_

(chaperones for children's parties only, no charge if not decorating)

Theme: \_\_\_\_\_

Party Colors: \_\_\_\_\_

**NOTES:** \_\_\_\_\_  
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### BAKERY SELECTION: (choose **one**)

*Inquire w/ party host about Gluten Free and Vegan options*

- Cupcakes (3 per guest)
- Cupcake Push Pops (2 per guest)
- Mini Cakes (\$10 upcharge per guest, will be base frosted by CGC staff)

### FROSTING SELECTION:

(choose **three**, additional choices incur \$2 charge per guest)

- Chocolate  Vanilla (white)  Blue  Green
- Orange (colored)  Pink  Purple  Yellow
- Almond  Cream Cheese  Coconut  Lemon
- Cookies & Cream  Key Lime  Maple  Mint
- Mocha  Orange (flavored)  Peanut Butter
- Salted Caramel  Strawberry

### CHARGES:

\$200.00 Party Package Base Price (up to 8 guests included)

\$\_\_\_\_\_ Additional Guests \_\_\_ x \$20 ea (up to 17 more)

\$\_\_\_\_\_ Bakery/Frosting Upcharge (\$\_\_ x \_\_ total guests)

\$\_\_\_\_\_ Custom Birthday/Occasion Cake

\$\_\_\_\_\_ Beverages (\$3 x \_\_ total guests/chaperones, includes unlimited bottled water, soda, milk, juice)

\$\_\_\_\_\_ Snacks/Catering (inquire with party host)

\$\_\_\_\_\_ Favor Gift Bags (inquire with party host)

\$\_\_\_\_\_ Souvenirs (inquire with party host)

\$\_\_\_\_\_ Carnival Game Upgrades

- Lollipop Tree (\$1 per guest)
- Staffed Games with prizes (inquire with party host)

\$\_\_\_\_\_ Character Visit (\$100 per character)

- Classy the CGC Mascot  Minion
- Shopkins Cupcake Queen  Olaf

\$\_\_\_\_\_ **SUBTOTAL**

\$-100.00 Non-refundable booking deposit

Date received \_\_\_\_\_

\$\_\_\_\_\_ **TOTAL** due 5 days prior to party

**CUSTOM BIRTHDAY/OCCASION CAKES:** *Price dependent on design*

SIZE	FLAVOR	PRICE	DESIGN
4" individual cake (included)	confetti	\$ incl.	white buttercream, confetti sprinkles
6" layer cake (8-10 servings, \$35+)		\$	
8" layer cake (12-16 servings, \$50+)		\$	
10" layer cake (18-22 servings, \$65+)		\$	
2 tiered cake (6"&4", 12-14 servings, \$70+)		\$	
2 tiered cake (8"&6", 24-28 servings, \$125+)		\$	
2 tiered cake (10"&8", 36-40 servings, \$160+)		\$	

**BOOKING & PAYMENT:** A non-refundable \$100 booking deposit is required with signed contract to reserve your party date. Deposit will be deducted from your balance, which is due at least 5 days prior to party. Booking deposit and any subsequent payments made toward balance are non-refundable. Cancelled events may be converted to store credit at our discretion. Events booked less than 14 days ahead must be paid in full at time of reservation, and are non-refundable. No part of any order will be released until balance is paid in full. We accept payments for parties by cash or credit card. Parties are often finalized by e-mail, phone, or in person, and terms of contract apply to entire event regardless of how details are finalized.

**CHAPERONES:** Adult chaperones must be present at parties for minor children. Please note that larger parties may not accommodate chaperones for every child due to occupancy restrictions. Chaperones are responsible for ensuring that children behave in a respectful manner toward CGC party hosts, instructors, and staff. CGC staff cannot discipline your children, and reserve the right to cease party activities without refund if children are not responding appropriately to direction. Chaperones may attend the party free of charge, and may assist children in decorating activities. If they wish to decorate their own cupcakes/cake, the standard guest participant fee will be charged.

**START/END TIMES:** All parties will begin and end promptly to allow for clean up and set up between parties. We ask that guests participating in decorating lesson arrive within 10 minutes of party start time. Party hosts and instructors reserve the right to disallow late arriving guests from decorating, as they will have missed important instructions. All guests must exit Cupcake Land within 15 minutes of designated end time. Chaperones are responsible for any children not picked up by their guardians on time, and will be asked to wait out in the mall so staff can prepare for the next party.

**CARRY-INS:** Carry-ins of food, beverages, or any other consumables are not allowed in our party venue. Your party host can provide catering and snack menus, and all food and beverages must be ordered through CGC. We may make exceptions at our discretion.

**HANDLING & STORAGE:** You are responsible for safe handling of our products after they leave our possession. We will not be held liable for damage, condition of products, or food borne illness that occurs due to client's or guests' mishandling of products, failure to properly store them, guest interference, or any other events outside of our control. Store leftover cupcakes **unrefrigerated** in airtight container, consume within 2 days. Refrigerate cakes, serve closer to room temperature.

**ALLERGENS:** We are licensed by Milwaukee and Brookfield Health Departments, and take utmost care in baking and handling products in a safe and sanitary environment. Nuts, gluten, soy, dairy, eggs, and other allergens are present in our bakery; therefore we cannot guarantee products free from allergens.

**LIABILITY WAIVER:** *(Will also be presented for signature to other parents/guests upon check-in at party)* In consideration for attending an event at Cupcake Land by Classy Girl Cupcakes (CGC), I hereby consent for myself and/or my minor children to participate in cupcake/cake decorating, games, and other activities conducted by CGC and party hosts. I am fully aware of and appreciate the risks, including the risk of injury, allergic reaction, food borne illness, contamination due to guest interference, stains and damage to clothing, theft of personal property left unattended, and other damages or losses associated with participation in related activities. I hereby and forever release Classy Girl Cupcakes, LLC and its owners, officers, agents, lessors, and employees from all liability for any and all damages and injuries suffered as a result of my and/or my child's participation in these activities.

**PHOTOGRAPHS/VIDEOGRAPHY:** CGC reserves the right to photograph and record video footage of any products we make for you, decorating lessons, games, food and catering, gift bags and prizes, character visits, and other activities conducted at your event. Photos and footage may be used on our website, social media, in store, and in promotional materials without compensation to subjects.

I have read and understood all of the terms and conditions of this contract, and accept them by signing below:

Client Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_