

*Traveling Tea*  
856 Las Palmas Drive, Irvine, CA 92602  
Phone: (949) 394-4678

## *Party Rental Agreement*

Name and Age of B'Day Girl: \_\_\_\_\_  
Party Package: \_\_\_\_\_  
Date & Time: \_\_\_\_\_  
# of Guests (incl. B'day Girl): \_\_\_\_\_  
Parent's Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_  
Party Location: \_\_\_\_\_

Please Circle Rental Option:

Pick Up (Free of Charge)

Delivery (\$50)

**Booking a Party:** Contact us at (949) 394-4678 or [debbie@travelingtea.org](mailto:debbie@travelingtea.org) to discuss the party details and reserve a date. After the date is confirmed, send the reservation form and \$50.00 deposit within 7 days to book your party (check is preferred). The balance will be due in cash on the day of the party.

All Parties are reserved on a "first come, first serve" basis. Every party is allotted 2 hours. A \$50 fee will be charged for every 30 minutes over allotted time. A \$15 charge will be added for every additional child beyond 8. A \$50 fee will be applied for an assistant beyond 8 children. Traveling Tea is NOT responsible for any injuries, negligence, or unruly behavior during parties. Please act responsibly & chaperon all party guests. A non-refundable deposit of \$50.00 is required upon booking all parties. Deposits can be paid by cash, check, or money order. The remaining balance must be paid in cash or check on event day. A \$25 travel fee may be required for residence living outside a 25 mile radius. Gratuities are optional, but are greatly appreciated.

**Cancellations, Refunds and Rescheduling:** If cancelling or rescheduling an event within 72 hours, then all deposits will be forfeited. In the event of bad weather, serious illness, or other unforeseen emergencies, we reserve the right to cancel the event and offer an alternative date. Communication can be done via (949) 394-4678 or [debbie@travelingtea.org](mailto:debbie@travelingtea.org).

**Responsibilities:** Traveling Tea does not assume responsibility or liability for accidents or damages caused during your party. However you can be assured the party host will treat your home and guests with respect and care. Traveling Tea is not responsible for allergic reactions to wearing any costumes or consuming any beverages before, during or after the party. It is the responsibility of the guest and/or guests' parent or guardian to inform the client of any allergy restrictions.

A \$5 fee for any broken tea cups, saucers, or pots will be added per incident to your final bill.

I understand what I have read and agree to the terms listed above. I also affirm that I will pay the remaining balance in full on the day of the event. **Return this agreement with the deposit to Traveling Tea @ 856 Las Palmas Drive, Irvine, CA, 92602. Make all checks payable to Debbie Ross.**

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please note that your time slot will only be guaranteed after coordinating with us at (949) 394-4678 and submitting your \$50 deposit.