



Chocolate Loft Contract

The Chocolate Loft

233 N Jackson St
 Jackson MI 49201
 517-764-3141

This contract, along with the damage waiver and a 50% holding payment is required to secure a booking with Gilbert Chocolates. Reservations will not be confirmed until the contract and deposit are received and processed by our staff.

Please fill out each of the fields below completely and accurately to ensure timely processing of your requested reservation.

Reservation Information:

Requested Reservation Date and Time: _____

Name: _____ Phone Number: _____

Address: _____

Email Address: _____ Number of guests: _____

Packages:

Package:	Amount Due Today: (Damage Waiver + 50% of Cost)	Amount Due Prior to Event:
1. Chocolate Loft Room Rental - \$150 Total, \$75 Damage Waiver		
2. Chocolate Fountain in the Loft - \$350, \$75 Damage Waiver		
<input type="checkbox"/> Chocolate Fountain Dipping items at \$2 per guest		
3. Adult Party with Candy Buffet \$299 for up to 10 guests; \$150 damage waiver		
<input type="checkbox"/> Additional Guests at \$25 each	\$0.00	
4. Chocolate Making Party \$299 for up to 10 guests; \$150 damage waiver		
<input type="checkbox"/> Additional Guests at \$25 each	\$0.00	
5. Off hour unlocking fees - \$25		
Totals		

Option 1 – Children's Party

Option 2 – Preteen Party

Option 3 – Teen Party

Option 4 – Mommy and Me *Three Chocolate Activities* _____

Option 5 – Custom Party *Three Chocolate Activities* _____

Chocolate Choices

Milk Chocolate

Dark Chocolate



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Terms & Conditions

Venue Access:

Renters will have access to the reserved area 30 minutes prior to the party's scheduled start time. Guests will not be allowed into the reserved area prior to the party's scheduled start time. All party attendees must leave the reserved area no later than 30 minutes after the party's scheduled end time. Parent reserving the party may not leave until every child has been picked up by their parent/guardian.

Cleanup:

Renters are expected to place all trash and debris inside designated receptacles prior to vacating the reserved area. Failure to do so will result in an additional cleaning fee.

Decorations:

Renters may bring decorations as they see fit, with the following restrictions:

- No decorations may be "pinned", nailed or taped to any surface.
- No flames aside from candles on cakes.
- No glitter or confetti.

Additional Guests:

This Chocolate Loft contract's final price may be based on the number of guests who attend the party. If this number exceeds the amount indicated on the first page of the contract, additional per-guest fees will apply.

Should a guest choose to leave the party room before the party is finished, Gilbert Chocolates will be held harmless of the actions of the leaving person and said guest is the responsibility of the room renting adult. Re-admittance to the event is not guaranteed.

Food & Drink:

Alcoholic beverages for consumption are prohibited on Gilbert Chocolates property at all times. You may bring food and non-alcoholic beverages to serve during the birthday party, and store them in our available refrigerator and freezer. All food and drink must be removed from the reserved area and Gilbert Chocolates refrigerator and freezer no later than 30 minutes after the party's scheduled end time. All sweets and candy are to be purchased from Gilbert Chocolates unless approval is granted.

Guest Conduct:

All guests are expected to behave responsibly at all times. Minors (those under the age of 18) must be supervised by an adult at all times. The Gilbert Chocolates employee conducting the party will not constitute the chaperone. Gilbert Chocolates will issue a single warning for unruly conduct prior to asking guests to leave the premises.

This is a party to make chocolate candy. ***Unless an objection is made in writing***, guests will be served any or all of the following: milk chocolates, fudge, almonds, almond bits, pecans, walnuts, cashews, pistachio nuts, macadamia nuts, ***peanuts, peanut butter***, marshmallows, graham crackers, toffee bits, crisp rice cereal, raisins, dried cranberries. Ingredient labels for our cream centered candy and caramels are available upon request. ***Gilbert Chocolates is not a nut free facility. It is the responsibility of the guests and their guardians to make reasonable decisions to protect their own health.***

Each guest and chaperone will be required to wear a hair net and vinyl gloves will be while making the candy. One bottle of water will be supplied to each guest.

Liability:

By signing this Chocolate Loft contract, you release Gilbert Chocolates from any potential liability. You agree to indemnify and hold harmless Gilbert Chocolates and its employees for any damages, loss, or injury that may occur. Should Gilbert Chocolates property be lost or damaged due to the activities of any of your party's attendees, you agree to reimburse Gilbert Chocolates for replacement or repair of said property.



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Cancellation:

Prepayments and damage waiver payments will not be returned upon cancellation of an event unless the space is subsequently rebooked for the same time.

Acceptance:

By signing this Chocolate Loft contract, you are submitting a formal request for a party reservation. Furthermore, you are agreeing to hold your entire party responsible for the terms of this contract without limitation. Please note that a reservation will not be confirmed without full payment of the deposit listed in this contract.

Your Name	Your Signature	Phone Number	Date
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Gilbert Chocolates Name	Gilbert Chocolates Signature	Date
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Amount Received: _____

Amount Due: _____