



Private Clay Party Agreement

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Mankato Area Public Schools' Community Education & Recreation Department

Customer Information

Cost: \$85 per 2 - hour session (based on a minimum of 5 participants) - \$17 per additional student up to 10.

Room Rental - \$28 for a maximum of 2 hours

Room Use Considerations

- You must provide your own food / drink and all necessary paper products or supplies.
- No refrigeration is provided
- Clean up your area after use and leave the room as it was found. You may deposit garbage in the trash containers provided.
- Hallways, lobby or pottery area MAY NOT be used for food / refreshments, meetings, gift opening or other events related to your gathering. Separate room rental is required for events outside the clay experience.
- Private Party is limited to 2 hours (including any meetings, refreshments or gift opening). If you need to arrange for additional time, please call Melanie M.Schmidt at 507-387-5501 to discuss the charges.
- Private pottery fees are due in advance of the party.
- Cancellations are honored only if more than 48 hours (or 2 business days prior to event). Mankato Community Education & Recreation retains a \$5 processing fee for cancellations processed within the 48 hour / 2 day deadline.
- Private Party projects will be available for pickup approximately 1 month from the party date. The Community Education & Recreation Department Office will contact the event organizer with pick up details.

Customer Name (Print) _____ Date _____

Customer Name (Signature) _____ Date _____