



GENERAL POLICIES FOR PRIVATE PARTIES

1. As the host, you assume responsibility for your guests and whatever items you bring to The Piazza for your event.

- Parents and caregivers are expected to accompany and supervise their own children for safety while attending your event.
- Any items left behind after you leave must be claimed within 7 days.

2. All of our private events are booked in 2 hour increments with 1 hour in between events for set up and take down. Please note:

- You may arrive 45 minutes early for set up.
- Children are welcome to arrive early and play during set up, just be aware that we may be vacuuming and cleaning during a portion of the set-up time.
- We begin packing up leftover food and drink, and offer to bring gifts out to your vehicle 15 minutes prior to the end of your party.
- We expect you to pay your final balance and to depart within 15 minutes after the official end of your reservation. Keep this in mind when choosing the amount of decorations and food that you'll be bringing in.
- **Extra time may be purchased at a rate of \$125/hr, but is subject to availability.

3. Everyone must wear socks in the play areas. If your guests forget to wear socks, you have the following options, please let our staff know your preference:

- You may bring your own supply of socks for your guests to use
- Your guests may purchase socks directly from us
- We can provide socks to your guests and add the cost to your final balance.

4. Food and decorations

- You are welcome to attach decorations to ceilings, walls and chairs using tape or tacks which we have available. Balloons, banners, photo booths, posters and streamers are all fine. *We frown upon the use of small confetti, items that shed glitter and use of "silly string."*
- *Outside food and drink is welcome, but must be served and consumed in areas designated for eating (please, no food in the play space).*
- If you choose to provide adult beverages for your guests, please remember that caregivers are still expected to adequately supervise their children and depart on time. Keep it classy, please.

LOCAL FOOD Recommendations:

Lupo's Italian Kitchen in West Peabody (delivers): lupospizza.com 978-535-0411

Spinelli's in Lynnfield (pick up only): spinellis.com 781-592-5552

Bagel World (ask them to pre-slice): bagelworld.net 978-535-0065

May we also recommend:

- To expedite set-up and make it as stress free as possible: We invite and encourage you to drop off party supplies up to 3 days in advance. Our staff can open packages, assemble decorations and/or begin set up prior to your arrival at your request.
- We have a wagon to help bring in supplies from your car. We are happy to help you carry in supplies, just give us a call when you are en route. 978-817-2809.
- Most people tend to "over-buy" paper goods and beverages and have a lot leftover. To save yourself time and money (and carrying lots to and from your car), think about the type of food you'll be serving and the number of guests you invited before buying utensils and bottled drinks. For example, you may only need forks, and your guests are probably content with only one or a few flavors of drinks.
- To help you pack light, we have the following supplies that you are welcome to use at no additional charge:
 - Lighter, scissors, tape, step ladder, cupcake stand, serving tray, 9" cake stand, cake knife, tongs, serving spoons, ice bucket, drink tubs, utensil holders
- For \$5 we can provide you with plenty of ice for drinks and coolers, and a drink dispenser with ice water to save on the need for bottled waters.
- We want you to enjoy your family and guests as much as possible during your party. A staff member is available if you need anything: a change in temperature or music, extra supplies, help with serving, etc. Please don't be shy!
- We recommend singing Happy Birthday and serving the cake at least 30 minutes before the end of your party. Let us know when you're ready so we can pause the music. Lights out is also optional.