

Prep Academy Birthday Party Policies:

Booking:

- Call Miah at 325-315-2284 to book parties and approve dates.
- Must be booked at least 10 days in advanced.
- Parties can be booked Friday-Sunday during the school year and any day of the week during the summer.
- We will not allow parties during SAISD holidays.
- Parties can start anytime between 10 a.m. - 7:00 p.m.
- Max about guests allowed will be 15 (not including parents or other adults present)

Payment:

- Half of the party must be paid within 5 days of reserving your party in order to officially reserve your party. This is non-refundable.
- The other half of the party must be paid at least 3 days before the party.
- You can pay with cash, checks made payable to Prep Academy or credit card.
 - A \$10 credit card processing fee will be charged if you pay with a credit card.
- The party is pre-planned with at least 10 guest and the birthday girl/boy, there will not be a discounted rate if there are less guests.

Arriving and Departing:

- The birthday girl/boy and the parents of the birthday girl/boy can arrive up to 30 minutes before the party start time.
- The birthday girl/boy and the parents of the birthday girl/boy will have 30 minutes to depart the studio.
- Parties are contracted to begin and end at reserved times. Please have your guests arrive and depart on time.
- Make sure to take all personal belongings out of the studio.
- An adult from the party must remain with the guest at all times.

Day of Party:

- Absolutely no alcohol allowed on the premises.
- Guest parents are welcome to stay and watch.
- All students must have a waiver filled out by a parent or guardian before the party.
- No outside food or drinks are allowed, unless it was approved beforehand.