



# Birthday Party Request

Happy Birthday! Thank you for your interest in choosing us for your Birthday celebration! As our Studios are so heavily used, sometimes scheduling can be a little difficult. The more advance notice you give us, the better. To better accommodate you, we ask you to do the following:

1. Please fill out and sign the form on reverse, and turn it in to the front desk (either in person, or via mail, 76 Railroad St. Keene, NH 03431). It must be signed by you to be considered. Please be sure to provide at least three possible dates and times, as our spaces are used so much, we can't always accommodate your first choice.
2. Once you turn your form in to the Front Desk, dates and times will be verified with MoCo Arts & Staff.
3. Once a time (or times) are verified, you will be contacted to confirm booking, and payment in full will be due to hold date.
4. Party Time!

If you have any other questions, please feel free to contact us at 357-2100.

Thanks,

MoCo Arts Staff



# Birthday Party Request

Name: _____	Have you taken classes at MoCo? _____
Phone: _____	E-Mail: _____
Mailing Address: _____	
Theme: _____	
Number of Participants Expected: _____	Instructor Requested: _____
Event Date & Time (Please include at least 3 options) **this does not guarantee any dates/times _____	

**Cost: \$160**  
(includes 2 hour rental, plus instructor)

\*Payment is due upon verification of booking.  
\*\*Date is not guaranteed until approved by MoCo Arts, and payment is collected in full.

*The user assumes all responsibility and agrees to indemnify and hold harmless MoCo Arts, its subsidiaries, officers, employees, and/or agents against all liability including costs and attorney's fees in connection with any consumption of alcoholic beverages and/or food as well as the conduct of all activities for any suits or claims whatsoever arising out of use of said property. In consideration for this permission to use the MoCo Arts facilities and in recognition of the Organization's responsibility to protect MoCo Arts, its officers, Board of Directors, and employees, to the fullest extent permitted by law, from any and all claims, damages, losses, and expenses, including but not limited to attorney's fees and other legal costs arising out of the use of MoCo Arts facilities by within named user and/or user's officers, employees, agents, representatives, contractors, guests, and invitees.*

By Signing Below, you agree to all the terms and conditions set forth above. Please remember, initial requests of dates and times are not guaranteed until approved by MoCo Arts.

Renter Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>FOR OFFICE USE ONLY:</b>	
Date Request Received: _____	Received By: _____
Date of Verification: _____	Front Desk Coverage?: _____
Date of MBO Booking: _____	Date Approved by Facilities ____ Teacher Verified ____