



Party/Meeting Room Rental Reservation Sheet

Name: _____

Phone: _____ Cell: _____

Address: _____

City: _____ State: _____ Zip: _____

Event Details

Party/Meeting Date: _____

No. Guests: _____ Start Time: _____ End Time: _____

Honoree's Name: _____

Occasion/Purpose: _____

Age, if child: _____

Will you be bringing food and beverages? Yes No

\$25 Deposit

Cash Check Credit Card (type _____)

Your deposit is refunded when it is confirmed that the room is left in clean/good condition

Card Number: _____ Exp _____

Signature: _____

Our Rates

Paint Your Own Pottery Party: During regular business hours, use of the party room is free for Paint-Your-Own-Pottery parties of 6 or more painters. All normal studio fees apply. Advance registration is required.

Room Reservations

Please check which room you would like to use

- Front Room (Tables & seating for 36 people) \$50/4 hours - \$10 each add hour
- Back Room (Tables & seating for 30 people and use of kitchen) \$50/4 hours - \$10 each add hour
- Entire Room (Tables & seating for 66 people and use of kitchen) \$100/4 hours - \$20 each add hour

The renter agrees to clean all tables, chairs and counters and sweep all floors and take all garbage to the dumpster out back of the space. Please do not leave anything in the refrigerator.

I agree to the above terms and conditions. _____
Signature of person scheduling party Date

Mail or deliver with deposit to: CozyMelts, 6204 Brandt Pike, Huber Heights, OH 45424