

Houston House Reservation Request

(Please call the Executive Director at 678.698.5035 to confirm the proposed date)

Have your next Birthday Party or Special Event in a unique piece of architectural history in the City of Decatur. Located in the Houston House on the square in Downtown Decatur, this unique and historic home is a one of a kind jewel. With just over 1500 square feet downstairs, a spacious front porch facing the street and ample outdoor room, make your next party or special event a time to remember.

Basic Party Pack:

\$350 | 3 hour facility rental of the 1st floor, porch and backyard area with picnic tables. Staff member on site, with clean-up fee included.

Additional hours (\$100 each additional hour expected) _____

Add-On Options:

A special handmade Birthday Cake by Butter & Cream. Our neighbor and purveyor of Decatur's ONLY hometown, house made, small batch ice cream, is also an amazing place for sorbets and desserts. Using only the finest, all natural ingredients, these special cakes are made fresh to order and ice cream is available upon request. Check this option for a quote.

\$150 | Photographer fee. 2 hour professional photographer on site to capture your most memorable moments. Photos are meticulously edited and digital prints are delivered in 5 business days.

\$250 | Professional DJ fee. For 3 hours, have an amazing DJ to set the mood and keep the party moving!

Party Information:

Date: _____ Time: _____ # of Guests (Children/Adults): ____/____

GUEST/S OF HONOR INFORMATION

Name: _____ Gender: M F Age: ____ Type of event: _____

Parent/Legal Guardian/Responsible Party Information:

Name: _____

Address: _____

Phone: (cell) _____ (work) _____ (home) _____

E-mail: _____

Additional Parent/Legal Guardian/Responsible Party

Name: _____

Telephone: (cell) _____ (work) _____ (home) _____

E-mail: _____

TERMS OF OUR AGREEMENT:

Our Basic Party Pack is for a three hour rental of the facility. Please factor in set-up and clean up time in planning. Attendee clean-up includes the removal of all personal belongings, with trash and recycling being placed in an appropriate receptacle. Time extensions may be made within reasonable limits and evaluated on a case-by-case basis. Additional fees of \$50.00 per half hour will be assessed in the event that the guests do not leave the property within the scheduled time. Please notify the staff of any damage to premises. Any property damage incurred by the actions of attendees will be the responsibility of the parent/legal guardian/responsible party. Supervision of children and compliance with safety rules remains the responsibility of the parent/legal guardian/responsible party. 50% deposit (50% of the total rental, basic package and add-ons) is required to complete your reservation. Payment can be made at reservation by check or credit card. The remaining balance shall be paid on the day of the party/event and must include any additional fees incurred. Cancellations must be received 14 days prior to your reservation for a full return of the deposit. A maximum of 60 people are allowed on site. On-street parking and nearby parking garages are available. Please encourage guests to carpool or ride MARTA. We are next to Decatur Train Station.

By signing below, I understand that The Märchen Sagen Academy and it's staff assumes no responsibilities for injuries or illness that attendees may sustain during the event. I hereby voluntarily release and indemnify The Märchen Sagen Academy and its employees and agents from liability for any and all claims of injury, illness, loss, or damage, including any caused by the good faith acts, acts of God or any cause omitted by The Märchen Sagen Academy, its employees and agents.

I have been given the opportunity to ask questions about the above listed terms by calling 678.698.5035 or e-mailing couleen@marchensagen.org. In addition to the above terms, by signing below, I authorize The Märchen Sagen Academy and its employees and agents to take and use photographs and digital media for promotional use, including print, web and video. I understand that I will be notified of any usage prior to publication.

Site Coordinator/Executive Director: Couleen LaGon 678.698.5035
email: couleen@marchensagen.org

Parent/Legal Guardian/Responsible Party
Printed Name _____

Parent(s)/Legal Guardian/Responsible Party
Signature: _____ Date: _____

Make checks payable to: The Märchen Sagen Academy, Inc.