

## POLE PARTY REQUEST FORM

To book a pole party, please contact Pole at Play to confirm the availability of your preferred date & time. Once you have confirmation, complete this Pole Party Request Form and send via email attachment to [poleatplay@gmail.com](mailto:poleatplay@gmail.com) within 5 days of confirming date/time.

### PARTY DETAILS

Parties are scheduled on Saturdays during any 2-hr time slot beginning @1:00 pm and ending @11:00 pm.

Glow Parties can be scheduled between Sept 1st and May 30th for any two hour period after sunset.

A 2-hour pole party for 11 guests or less (including host/hostess) = \$375 (additional guests = \$40 each)

TOTAL NUMBER OF GUESTS: \_\_\_\_\_ (party rate includes 11 guests. Additional guests \$40. Max guests=22 total)

PARTY DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ 2-HR TIME: \_\_\_\_:\_\_\_\_ to \_\_\_\_:\_\_\_\_ \*ADD ON TIME: \_\_\_\_ min.

**\*Need more time to get ready, take pics, socialize? You can add time to your party for \$25 per 15 minute increments.**

☐ **UPGRADE TO A GLOW PARTY!** (additional \$100 will be added to your party's total)

☐ **ALCOHOL** (additional \$25 will be added to your party's total)

**POLE PARTY TOTAL (including additional guests and add-ons):** \$\_\_\_\_.00

**Will your party be needing any of the following FREE amenities? (Check all that apply)**

☐ **SURPRISE PARTY** (We'll email you to make all the arrangements)

☐ **LARGE TABLE** ☐ **SMALL TABLE** ☐ **ICE BUCKET** ☐ **HEELS\*** ☐ **KNEEPADS**

*If you will be bringing snacks and/or beverages, a table is recommended.*

\*If you selected "HEELS", please email [poleatplay@gmail.com](mailto:poleatplay@gmail.com) at least 48 hours before your scheduled party and indicate how many of each size is needed. We typically have sizes 5-11 but cannot guarantee that we will have enough heels or the correct sizes for all of your guests. Stripper heels are not available in half sizes. If you are between sizes, size up.

HOST/HOESSTESS: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

EMAIL: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

*All forms will be emailed to you, the host/hostess. Please share a waiver and Party Info Packet with each guest with instructions to complete and return waiver to you before the party. Upon arrival at the studio for your party, please present ALL waivers to your instructor. For parties of more than 11 guests, if the number of guests that arrive for your party exceeds the number indicated on this form, each additional guest must pay \$40 each via cash, PayPal or Venmo to @poleatplay. No refunds for no shows.*

### CANCELLATION POLICY AND HOST/HOESSTESS RESPONSIBILITIES

**Cancel at least 7 days prior to scheduled party date** = No additional charges and you may use your \$100 deposit to reschedule.

**Cancel 6 days or less in advance (or no shows)** = Your credit card will be charged the remaining balance of **full party fee**.

**For parties with more than 11 guests:** If the number of guests attending your party changes, please contact us at least **4 days** in advance to request an adjustment to your party's guest total.

Cancellations must be made by texting: 360 628-9226 or emailing [poleatplay@gmail.com](mailto:poleatplay@gmail.com).

**Cleaning Fee**— Groups that fail to clean up after their party will be assessed a \$50 cleaning fee which will be charged to the CC # on file. Please review our pole party policies for more info.

***I understand my responsibilities as Host/Hostess and accept Pole at Play's party policies outlined above.***

\_\_\_\_\_  
Hostess Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Today's Date

### RESERVE YOUR PARTY WITH A CREDIT CARD

*A valid CC# is required to secure the date and time of your pole party. Your card will be charged a non-refundable \$100 deposit which will be applied toward the total cost of your party. An invoice for the remaining balance will be sent to you 3 days before your party's scheduled date and is due **no later than 24 hours before your party begins**. If payment is not received by this time, the cc# on file will be charged the remaining balance.*

Charge my VISA/MC#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp: \_\_\_\_/\_\_\_\_ Security Code: \_\_\_\_\_

Billing Zip Code: \_\_\_\_\_ Signature: \_\_\_\_\_