



# Project Indigo Party Guidelines & Policies

We are so excited to celebrate with you at Project Indigo! These guidelines help ensure that every party runs smoothly and that our studio remains a safe, creative space for all guests.

By submitting your party deposit, you acknowledge that you have read and agreed to the policies below.

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## Booking & Deposits

To reserve your party date, a deposit equal to 50% of the total party cost is required.

- Deposits must be paid by credit card using the payment link provided
  - Party dates are not confirmed until the deposit has been received
  - Submitting the deposit confirms agreement with all Project Indigo policies
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## Final Payment Policy

The remaining balance for your party is due within one week after the event unless otherwise arranged in advance.

- Payment will be collected through the payment link sent by the studio
- Project Indigo does not accept cash payments

If the balance is not received within one week after the party:

- Project Indigo will charge the credit card on file for the remaining balance
  - If the charge cannot be processed, a \$100 late fee will be applied for each day the balance remains unpaid until payment is completed
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## Cancellation & Rescheduling

- Deposits are non-refundable if a party is canceled within 4 weeks of the scheduled date
- Cancellations made before 4 weeks will receive a studio credit valid for one year



If unexpected circumstances occur such as severe weather, illness of the birthday child, or studio closure, we will work with you to **reschedule the event and transfer the deposit to a new date.**

Project Indigo reserves the right to cancel or reschedule events due to severe weather, illness, or staffing issues.

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## Party Timing

All Project Indigo parties are **90 minutes.**

Typical party flow:

- **First 60 minutes — creative activity**
- **Final 30 minutes — food, cake, and celebration**

Hosts may arrive up to **30 minutes** before the party for simple setup.

Parties **begin and end at the scheduled time.** Late arrivals do not extend the party duration.

If additional time is available, it may be added for **\$100 per additional 30 minutes.**

To allow our team time to reset the studio for the next class or event, we kindly ask that **guests gather their belongings and exit the studio promptly at the conclusion of the party.**

**Additional time in the studio beyond the scheduled party time may result in an additional studio fee.**

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## Food Guidelines

To help maintain the structure of the party and ensure all children can fully participate in the creative activity, **food is not permitted during the first 60-minute creative session.**

Food, cake, and drinks should remain **put away and out of sight until the food portion of the party begins.**

Beginning food too early can disrupt the activity schedule and may cause the party to **end earlier than planned.**

For parties with more than 12 children, we recommend keeping food simple:

- Pizza
- Cupcakes or a simple cake



Due to limited storage space and preparation areas, large food spreads or catered meals are not permitted unless approved in advance by the studio.

Parents are asked to wait for staff to serve pizza and dessert rather than entering the studio preparation area.

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## Guest Count & Capacity

Our studio can accommodate a maximum of 18 children per party.

- The birthday child and siblings count toward the total guest count
- Children under 1 year old do not count toward capacity

Final guest count must be confirmed at least two weeks before the event.

Payment is based on the confirmed number even if fewer guests attend.

Additional guests may be added only if capacity allows and will be charged \$50 per additional child.

For safety and building accessibility:

- Strollers are not permitted inside the studio
  - Hallways must remain clear for other businesses in the building
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## Adult Attendance & Supervision

For parties ages 4 and under, each child must be accompanied by one parent or guardian who remains present for the duration of the party.

Due to studio space limitations, we ask that no more than one adult attend per child for these younger parties.

For parties ages 5 and older, parties may be drop-off unless otherwise specified.

However, the host parent or guardian must remain present at the studio during the event and be reachable should any situation arise requiring parental contact.

To maintain a safe and comfortable environment, Project Indigo reserves the right to limit the number of adults in the studio if space or safety becomes a concern.

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## Siblings & Younger Children

Our art activities may include materials with small parts that could present choking hazards for very young children.

If younger siblings attend the party, they must remain under the direct supervision of a parent or guardian at all times.

Project Indigo staff supervise the party activity but cannot supervise additional children outside of the registered party group.

If younger children are left unattended, the supervising adult will be asked to remain with them. If supervision cannot be maintained, the child may be asked to leave the studio for safety reasons.

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## “You Bring It, You Take It” Policy

Project Indigo operates on a “You Bring It, You Take It” policy.

Any items brought into the studio must leave with the host at the end of the party unless previously approved by the party host.

This includes:

- Food
- Cake and desserts
- Drinks and beverages
- Decorations
- Party supplies
- Serving trays or containers

Project Indigo does not break down, dispose of, or store outside items brought into the studio.

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## Decorations

Simple table decorations are welcome.

The following items are not permitted in the studio:

- Confetti
- Glitter
- Balloon arches or large installations
- Tape or adhesives on studio walls or furniture
- Piñatas



All decorations must be removed at the end of the party in accordance with the You Bring It, You Take It policy.

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## Materials & Take-Home Items

All art materials and supplies used during the party are provided for the activity experience only.

Guests will take home the project they create during the activity, but remaining studio materials, tools, and supplies must stay at Project Indigo.

Unused materials are reserved for future classes and events.

Party pricing reflects the creative experience and instruction rather than the distribution of unused materials.

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## Studio Care & Behavior

We take great pride in maintaining a clean and welcoming creative space.

Guests are expected to treat the studio, furniture, and materials with care.

The following behaviors are not permitted:

- Standing or jumping on tables or furniture
- Throwing materials or supplies
- Running or rough play that creates unsafe conditions

If behavior becomes unsafe or disruptive, a parent or guardian may be asked to assist or remove the child from the activity.

The party host may be financially responsible for any damage to studio property, furniture, or equipment caused during the event.

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## Dress for Art

Art can be messy.

Activities may include paint, glue, foam, play dough, and other craft materials.

Please dress children in clothing that can get messy or stained.

Project Indigo is not responsible for damaged clothing or personal belongings.

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## Allergies & Medical Information

Please inform us of any food allergies, material sensitivities, or medical conditions at the time of booking or at least two weeks before the party so we can plan accordingly.

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## Photography Policy

Project Indigo may take photos or videos during parties for use on our website, social media, and marketing materials.

Our focus is on documenting the creative experience while respecting the privacy of our young guests.

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## Invitation Language for Guests

To help ensure a smooth and comfortable party experience in our studio, we recommend including the following note when sending invitations to your guests.

Suggested Invitation Note

Project Indigo parties for ages 5 and up are drop-off events.

For parties ages 4 and under, one parent or guardian must remain with their child for the duration of the party. Due to limited studio space, we kindly ask that only one adult attend per child for these younger parties.

This is an art party, and activities may include paints and other creative materials that can stain. Please have children dress for mess and wear clothing that can get messy.

We kindly ask that only invited guests attend due to studio capacity.

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## Communication

Studio hours are:

Monday – Friday  
9:00 AM – 5:00 PM

Please allow up to 48 hours for responses to emails or inquiries during business days.



Phone: 914-730-1002

E-mai: [Parties@projectindigostudios.com](mailto:Parties@projectindigostudios.com)

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## Party At A Glance

- Party Length: 90 minutes
  - Maximum Capacity: 18 children
  - Deposit: 50% required to book
  - Final Payment: Due within 1 week after the party
  - Ages 5+: Drop-off parties
  - Ages 4 & under: One parent per child required
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Thank you for helping us keep Project Indigo a welcoming and creative space. We look forward to celebrating with you!

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Please sign and date below to confirm that you have read and agree to the Project Indigo Party Guidelines & Policies.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_