



Party Book
An MS 54 Fundraiser
2020

RULES

1. Parties are for MS54 parents, alumni, parents of alumni and those in close personal affiliation with party hosts and the MS54 community.
2. Reservations will not be accepted from anyone under 21 years of age.
3. Online signups will start at in **January 2020**.
4. Payments must be made online by credit card. Please note that when you register to Reserve Party Spaces, you will be asked to enter your credit card information and acknowledge acceptance of the waiver below. If you experience any difficulties while registering or paying, please email the Party Book Team at partybook@ms54pta.org
5. You may access the Party Book link from the school website, ms54pta.org, or if you prefer, you may also go directly to the Party Book website at **ms54pta.onlinepartybook.com**.
6. How to sign up for parties: Once you are registered, select Log-in from the top menu, choose Party Book from the top menu, go to the parties you want to sign up for and choose Sign Up for the Party. Please be sure to select Checkout from the top menu before you sign off.
7. Your party spot is not officially reserved for you until you have completed payment. Unpaid parties left in your account will be deleted after 24 hours.
8. Your reservation will be confirmed via email. You will receive an email from the website confirming your space in the party and another confirming your payment.
9. Some parties will have a waitlist option. If a party is full you may add your name to the waitlist using the link provided. The website notes the time of each sign up. Inclusion in a party from the waitlist occurs based on the time that you sign up.
10. If you are next in line based on the time you signed up on the waitlist for a party and a space becomes available, you will be contacted by a Party Book Chair. At that time, you may decide to accept or decline the space. If you do accept, you will be charged for the party. If you do not accept, the Party Book chairs will contact the next person on the waitlist. If spots



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for parties that are full become available, the Party Book chairs will contact those on the waitlist in order of time of sign up.

11. Any open party spots will continue to be available online for purchase throughout the year.
12. Party hosts are not expected to reserve spaces for their own parties; they are also not expected to pay as party guests for their own parties.
13. If you would like to invite a friend to an MS54 Party Book event, please click the "Refer a Friend" link and follow the prompts.
14. Payment is non-transferable and non-refundable. If you are unable to attend, your payment will be considered a donation to The PTA of MS54. Any private transfers must be approved by the Party Book chairs due to nature of certain party restrictions and wait list considerations.
15. You will be contacted by your host(s) prior to each event to confirm the details.
16. Party Book hosts and chairs reserve the right to cancel or change parties as circumstances dictate. In this case, spots purchased by party guests will be reimbursed.