



Campbell Hall

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Party Book Guidelines

- Parties are for the Campbell Hall community only unless specifically stated otherwise.
- **Parties are for guests 21 and over.** Registrations will not be accepted from anyone under 21 years of age unless stated otherwise.
- **Each person attending a party must have a registered/paid spot** (including any events allowing children). Payment must be made prior to attending a party.
- **You may purchase one or multiple spots (unless otherwise noted), but must indicate the names of all partygoers. Party spots cannot be held for friends without payment.**
- Once purchased, your registration will be confirmed via e-mail. You will be contacted prior to each event with additional details. However, it is your responsibility to remember the date/time of the party you've registered for. If the party does not have a specific date, you may also contact partybook@campbellhall.org to find out the proposed date(s).
- If a party is full, there may be a waitlist at the discretion of the host(s). If a spot opens, you may be contacted to see if you are available to join. If so, you will pay at that time. You are not charged to be on a waitlist.
- **Purchased spots for a party are non-transferable.**
- **Payment for a party is non-refundable.**
- **If you are unable to attend for any reason, your payment will be considered a donation to Campbell Hall.** If you are unable to attend a party, please contact partybook@campbellhall.org, so guests may be added from the waitlist.
- In the unlikely event that the party is cancelled, the Advancement Office will offer guests the following options: 1) to choose another party of equal or lesser value than the purchased party, 2) to convert the amount paid into a donation to the school, receiving a tax letter for their contribution, or 3) to receive a refund of the purchased price.



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Release of Responsibility

- Campbell Hall as a recipient of the event from its donor, disclaims any knowledge of or familiarity with the event as set forth in the donor description. The purchaser bears responsibility and fully releases Campbell Hall and its officers, directors, and employees from and against any and all demands, claims, damages to persons or property, losses and liabilities from use of, or participation in the events. It is the responsibility of the recipient to investigate any and all potential risks of any events or services purchased. Campbell Hall makes no representation or warranty regarding any event, not with respect to availability or sufficiency of any insurance coverage in connection with such use. Purchaser releases and holds Campbell Hall harmless for such damage and liability.