

Host a
Cookie Decorating Class
with
Simply Sweet
HOME BAKERY
- Braham, MN -



Perfect for boutiques, restaurants, wineries, and art studios to offer something fun and unique!

You provide the space (with tables and chairs) and I will do the rest!

Add on a drink or snack to the ticket price for something extra special for attendees!

- Minimum attendance is 6 people, and up to 25 people per class as space allows.
- Space required is tables and chairs with some elbow room in a quieter area so attendees can hear the step-by-step instruction. A nearby sink and power source for slides is a plus but not necessary.
- During class attendees will receive the supplies and instruction to complete a 6 cookie set to take home!
- All ticket sales are handled by my website, with any add-on reimbursement or space fee paid on class date.
- Main marketing avenues are my hyper-local Instagram and Facebook pages, as well as my email list. Cross-marketing to your audience will heighten our chances of a sold-out class!
- The host (you!) is welcome to join the class free of charge.

The following details the agreement between you (Host/Venue) and me, Tyler of Simply Sweet Bakery (Bakery/Instructor), for a Sugar Cookie Decorating Class presented by Simply Sweet Bakery MN.

Class Overview

- Each attendee is given the supplies needed and access to tools needed to complete a 6-cookie set. (This typically includes 6 cookies, 4 icings, and sprinkles.) Attendees will take home their cookies at the end of class.
- Class duration is about 2 hours, with up to 30 minutes of prep beforehand and 30 minutes of cleanup after class. This is included and will be completed by Bakery.
- Preferred class lead time for max advertising is 4-6 weeks.
- The agreed upon class date is _____, at _____ time, held at _____ location.
- Attendee FAQ's can be found at www.simplysweetbakerymn.com/faq.

Bakery's Responsibility

- Bakery will provide freshly prepared cookies, icing, sprinkles, and use of tools needed for attendees to complete and take home their 6-cookie set. Attendees are also given Bakery's recipes and supplies list.
- Bakery will provide live, step-by-step instructions for attendees and guide them through the how-to of cookie decorating, answering questions along the way. This will include PowerPoint slides on a screen if there is access to a power supply. The screen is provided. PowerPoint presentation is highly recommended for the best class experience.
- Bakery will complete setup (up to 30 minutes before class) and cleanup (up to 30 minutes after class) for a total of 3 hours.
- Bakery will handle event tickets through my website, [simplysweetbakerymn.com](http://www.simplysweetbakerymn.com). Ticket sales close one week prior to class date. Bakery will also handle reminder email notifications to attendees.
- If Host desires to add on a drink/etc. to be included in ticket price, Bakery will adjust the ticket price accordingly and pay the collected monies to Host the day of the class.
- Bakery will provide a final head count to Host after ticket sales close, which is one week prior to class date.
- Bakery will pay any space rental fee to Host under Host's terms. Ticket fee will reflect space rental fee.
- Bakery will promote the class to my audiences on Facebook, Instagram, Google, my website, email list, and through printed flyers. This may include a small amount of paid advertising.

Host's Responsibility

- Host will ensure adequate workspace that is not overcrowded. This includes use of tables, a chair for each attendee, and elbow room on either side. Access to both a nearby working sink and a power source is highly encouraged to allow for a superior class experience.
- Host will allow access to the Venue 30 minutes prior to class time and 30 minutes after class time to allow for adequate setup and cleanup.
- Host will cross-promote the class to the best of their ability on their various platforms.
- Free class ticket offered to Host is non-transferrable. Host must notify Bakery of intent to participate before tickets close.

Cancellations

- Any cancellations by Host must be communicated as soon as possible to Bakery so that it can be communicated to attendees and perishable product (cookies and icing) will not be wasted.
- If Host needs to cancel with more than 1 week notice, which is before baking takes place, ticket-holding attendees will be notified, and we will attempt to reschedule the class.
- If Host cancels within 1 week of class, the product can be saved while we attempt to reschedule the class.
- If Host cancels within 1 week of class and we cannot reschedule the class within 2 weeks of the original class date, Host will be invoiced the cost of materials (\$25 per person) to be paid within 2 weeks of cancellation.
- If minimum class threshold of 6 attendees is not reached by the deadline (1 week prior to class date), a reschedule will be attempted and attendees will receive a full refund.
- In the event Bakery needs to cancel, attendees will receive a full refund. Cancellations by Bakery are rare but could happen for reasons including but not limited to: illness, act of God, or inclement weather.
- Cancellations by Bakery will result in an attempt to reschedule the class within 2 weeks of the original class date.

Contract will be signed by both Bakery and Host once a class date is decided.

