



PRIVATE PARTY AGREEMENT

www.thefourthwallgallery.com | artuncorkedlewiston@gmail.com | 208.743.9999

Services Provided by Art Uncorked (AU) for the Patron (PATRON):

1. AU agrees to provide an Artist to host a Paint Party.
2. AU will provide all art resources required for the event.
3. AU will setup/breakdown all art materials needed for our events.
4. AU will provide an online registration system for ticket purchase.

The Event:

Req. Date / Time: _____
 (PREFERRED Date/Time ex: 10/15/16, 6-9 pm) (2nd Choice for Date/Time) (3rd Choice for Date/Time)

Requested dates are **FIRST COME, FIRST SERVED**. Classes are scheduled for 2-3 hours. Classes that last over the 3 hours (at the fault of the guests) will be charged \$50 an hour for anything over the 3 hours. Please remind your guests to be on time to the event.

Name of Event: _____ Maturity Rating: _____
 (Typically something like Janie's Bachelorette Party, or Gina's Night Out) (i.e. G, PG, R, X. We tailor our humor to match!)

Number of Guests: _____

(minimum of 10 for weekday classes, 15 for weekends, contact us for more details.)

| SERVICE | SIZE CANVAS / DETAILS | FEES | Check One |
|---------------------------------------|--|---|-----------|
| CHILDREN'S BIRTHDAY (18 AND UNDER) | 8"x10" 2 hour class 10 people, cupcakes provided | \$175 (10 people) \$10 (each additional) \$50 Deposit to hold | |
| ADULT AND CHILD CLASS | 11"x14" Minimum of 10 people Tues, Thurs, Sun Minimum of 15 people Fri, Sat. | \$25 per person | |
| ADULT 21 AND OVER | 11"x14" Minimum of 10 people Tues, Thurs, Sun Minimum of 15 people Fri, Sat. | \$25 per person | |

Class fees can be paid by you or guest via our website please note that you will be charged for the remaining balance if minimum head counts are not met.

CUSTOM PAINTING:

Our artists can create a custom painting for your event, based on your specs. This could be a company logo, photograph, or whatever you desire. Please note that extremely complex subjects may be impossible for a 2 or 3 hour class. Contact us at 208.743.9999 to discuss the possibilities with our staff.

Would you like a custom painting for your event? YES / NO (if no, skip to **STANDARD PAINTING**)

NOTE: There is no Custom Art Fee as long as AU is given sufficient time to paint the artwork. Revisions will be charged \$25 each.

Custom Art Description (please attach photos if necessary) _____

STANDARD PAINTING:

Name of Painting: _____

NOTE: Select your painting from our website at www.thefourthwallgallery.com

LOCATION OF PAINT PARTY:

Is this event going to be in our studio? YES / NO (if YES, skip to next page)

ONLY FOR OUT OF STUDIO CLASSES

Name and address of venue: _____

NOTE: It is your responsibility to book the event location and provide AU with contact information.

NOTE: Transportation and travel Fee determined by distance: 1-30 Miles = \$25, 31 plus miles= \$1 for each mile over 30

Will tables and chairs be provided for all guest of the PATRON? YES / NO

Tables: \$5 each: _____

Do you wish to rent tables and chairs from us? YES / NO

Chairs: \$1 each: _____

NOTE: AU requires adequate seating and table space to conduct their events. Our tables seat 4 painters, and have limited availability.

SUBMIT YOUR CONTRACT TO ARTUNCORKEDLEWISTON@GMAIL.COM



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EVENT ORGANIZER:

Contact Person: _____

Contact Email: _____

Daytime Phone: _____ Cell Phone: _____

ALL guests MUST pre-register.

CANCELLATION AND RESCHEDULING POLICY:

Despite the best intentions and most organized of plans, we understand that unforeseen events can arise, so please let us know immediately! You may opt to **reschedule** your Private Party with at least 7 days advance notice at no charge. Full refunds (less a \$3 fee for credit card registrations per registration) are given if the party is **cancelled** 14 days in advance. 7-13 days in advance guest registrations will be given a credit or scheduled to a different date, with optional 50% refund. In the case of the Event Organizer cancelling a Private Party less than 7 days in advance they will be charged a \$150 cancellation fee.

DAMAGES:

The PATRON assumes full responsibility for any damages to the location, equipment, patrons or AU personnel due to negligence, including such caused by any vendor contracted by the PATRON to be on the premises (caterer, DJ, etc.)

CREDIT CARD INFORMATION:

AU will process your credit card for the fees listed, to reimburse against damages done by the PATRON or failure to meet minimum head counts.

Transportation, custom art, any deposits table and chair rental will be charged when your contract is processed and the event is scheduled.

Name on Credit Card: _____

Credit Card Number: _____

Type of Card: _____ Expiration Date: _____ CVS Code (on back) _____

Billing Address for Card: _____

CASH PAYMENTS:

If you wish to pay cash (instead of using your credit card), then ALL fees must be paid in CASH at our studios when the contract is submitted.

ALCOHOL AND FOOD:

Alcohol and food are permitted with the following stipulations:

1. BYOB alcohol and food is allowed within the premises of our studios, but AU may terminate alcohol consumption at our discretion.
2. For events hosted at off-site locations owned / maintained by the PATRON, the PATRON is responsible for obtaining permission from the location.
3. For events at bars and restaurants, all alcohol and food MUST be purchased from the venue. Birthday cakes are a possible exception (but check with the venue first).
4. The PATRON assumes all liability for the consumption of alcohol and no open containers will leave the premises.
5. No underage drinking is allowed. Underage drinking is grounds for **immediate** cancellation of the event, with no refund.
6. Food should be kept limited to finger food, appetizers and hors d'oeuvres (unless other arrangements have been made).
7. Napkins, utensils, cups, small plates, bottle openers, wine openers and other eating paraphernalia are provided for free in the studio location.

PATRON SIGNATURE

Print PATRON Name

DATE

ART UNCORKED USE ONLY:

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