



# CORPORATE PARTY AGREEMENT

www.thepaintandpour.com | events@thepaintandpour.com | (734) 720-9777

## Services Provided by Paint and Pour (P&P) for the Event Organizer (EO):

1. P&P will host your event at one of our studio locations or your own Off Site location.
2. P&P will provide an Entertainer/Artist to host a Paint Party and guide your guests.
3. For events with 15+ guests, P&P will assign additional Assistants to the event.
4. P&P will provide all art resources required for the event.
5. P&P will provide an online registration system for ticket purchases.
6. P&P will setup/breakdown all art materials needed for our events.

## Potential Private Party Time Slots at Studios:

Monday - Friday		Saturday - Sunday	
2 hour	3 hour	2 hour	3 hour
12-2 PM	12-3 PM	12-2 PM	12-3 PM
3:30-5:30 PM	3-6 PM	3:30-5:30 PM	3-6 PM
7-9 PM	6-9/7-10 PM	7-9 PM	7-10 PM
10 PM-12 AM*	10 PM-1 AM*	10 PM-12 AM*	10 PM-1 AM*

RED (low availability) | YELLOW (medium availability) | GREEN (high availability)  
\* PARTIES AFTER 10 PM are charged a **Late Party Fee** of \$45 for extra staff (safety concern)

### The Event:

Req. Date/Time: \_\_\_\_\_  
(PREFERRED Date/Time ex: 9/9/13, 6-9 PM) (2<sup>nd</sup> Choice for Date/Time) (3<sup>rd</sup> Choice for Date/Time)  
Requested dates are **FIRST COME, FIRST SERVED**. Contracts submitted within 72 hours of the event will be charged a **\$25 RUSH Fee**.

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

Event Password: \_\_\_\_\_ # of Guests: \_\_\_\_\_ Requested Artist: \_\_\_\_\_  
(REQUIRED for tickets, it can be simple) NOTE: Off Site events & Events in Main Classrooms require a minimum of 15 guests.  
Failure to sell the minimum tickets require the charge of the difference in tickets to the CC on file.

### Event Fees: (select one of the class types below)

Service	Class Length	Fees
<input type="checkbox"/> Adult 2hr Glass Painting	2 hr class + ½ hr setup/ teardown	\$35 per person
<input type="checkbox"/> Adult 2hr Canvas Painting	2 hr class + ½ hr setup/ teardown	\$35 per person
<input type="checkbox"/> Adult 3hr Canvas Painting	3 hr class + ½ hr setup/ teardown	\$45 per person
<input type="checkbox"/> Specialty (list below)*	3 hr class + ½ hr setup/ teardown	Varies \$35-\$55

### Event Description: (seen by your guests when buying tickets online)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* Specialty Classes require advanced sketching. Specialty Event Types include Paint your Pet, Paint your Partner, Collaborative Collage, Musical Chairs & Custom Events.

NOTE: Most Coupons & Vouchers are not valid for Private Parties.  
Any time in addition to that listed is billed at \$50 per 1/2 (half) hour.

### 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 (734) 720-9777 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: A Custom Art Fee of \$50-100 (the cost varies by the intended art's subject/complexity) will be charged, and includes up to 3 artist revisions.  
This fee is non-refundable. Additional revisions are charged at \$25 each.

### Standard Painting:

Name of Painting: \_\_\_\_\_  
NOTE: Select your painting at [www.thepaintandpour.com/media/our-art/](http://www.thepaintandpour.com/media/our-art/) NOTE: 3 Hour paintings require a 3 Hour class, unless marked (2 or 3 Hour)

### Studio Location: (10 or 15 guest minimum)

Is this event to be at one of our studios?  Ypsilanti  Brighton  Dearborn  Romeo /  NO (if NO, skip to **Off-Site Location**)

Do you require one of our main classrooms?  YES (15 guest minimum) /  NO (10 guest minimum) (Skip to **Event Organizer**)

Max Capacity: Ypsilanti Main: 30 | Private: 18 & 12 Brighton Main: 42 | Private: 12 Dearborn Main: 40 | Private: 33 Romeo Main: 42

### Off-Site Location: (15 guest minimum)

Is this event to be hosted at your own location (off-site)?  YES /  NO (if YES, fill in the Location Name, Address, & Table/Chair questions)

NOTE: Transportation & Travel Fees are determined by distance from closest studio. 1-30 Miles = \$25 31 Miles + = \$1 per mile over 30  
Off Site Events have a 15 guest minimum. You may choose to host an event with the less than 15 attendees, but must pay for 15+ tickets.  
It is the event organizer's (i.e. your) responsibility to contact and book a 3<sup>rd</sup> party venue, although we can provide some suggestions.

Location/Venue Name: \_\_\_\_\_

Event Address: \_\_\_\_\_

Will tables and chairs be provided for all guests of the PATRON?  YES /  NO (if YES, skip to **Event Organizer**)

Do you wish to rent tables and chairs from us?  YES /  NO Tables \$10 each: \_\_\_\_\_ Chairs \$2 each: \_\_\_\_\_

NOTE: P&P requires adequate seating and table space to conduct their events. Our tables seat 6 painters, and have limited availability.

**SUBMIT YOUR CONTRACT TO [EVENTS@THEPAINTANDPOUR.COM](mailto:EVENTS@THEPAINTANDPOUR.COM) OR VIA FAX AT (734) 720-9778**



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**Event Organizer:**

Contact Person: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

**Setup Fee:**

Paint and Pour charges a Setup Fee of 2x a single ticket. However, we will provide a coupon code that is equal to this fee, which can then be used to purchase tickets for your event. In effect, we are not charging anything extra for the booking, but do require a processing fee to cover administration costs. Unlike normal tickets to classes, there are **no refunds for Setup Fees**, as the work will already have been completed by our administration staff.

**Typical Setup Fees:** 2 Hour Child **\$50** | 3 Hour Child **\$70** | 2 Hour Adult **\$70** | 3 Hour Adult **\$90** | Specialty **\$110**

**Credit Card Information:**

P&P will process your credit card for the fees listed, to reimburse against damages done by event guests, failure to meet minimum head counts, etc.

**Setup, Transportation, Custom Art, Table/Chair Rental, Add On Time & RUSH Fees WILL be charged when your contract is processed and scheduled.**

Name on Credit Card: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Type of Card (Visa/etc.): \_\_\_\_\_ Expiration Date of Card: \_\_\_\_\_ CVS Code (on back): \_\_\_\_\_

Billing Address for Card: \_\_\_\_\_

Billing City for Card: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Cash Payments:**

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

**Cancellation & Rescheduling Policy:**

Despite the best intentions, we understand that unforeseen events can arise, so please let us know immediately! You may opt to reschedule your Private Party with 7+ days advance notice at no charge. Should you need to cancel your event, your Setup Fee will be forfeit, but all additional tickets can be rescheduled or refunded with at least 48 hours of advance notice. There are **no exceptions and no refunds for Setup Fees!**

**Damages:**

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

**Alcohol & Food:**

Alcohol and Food are permitted in accordance with Michigan State Liquor Law and the Liquor Control Board, with the following stipulations:

1. BYOB alcohol & food is allowed within the premises of our studios, but P&P may terminate alcohol consumption at our discretion.
2. For events hosted at off-site locations contracted by the Event Organizer, the Event Organizer is responsible for obtaining service 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 first).
4. The Event Organizer 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 refunds.
6. Food should be kept limited to finger food, appetizers, and hors d'oeuvres (nothing that would require silverware, with the exception of cakes and similar items). If you wish a more robust meal service, please purchase **Add On Time** (at **\$50** per half hour) to accommodate the necessary time to eat.
7. Napkins, Utensils, Cups, Small Plates, Bottle Openers, Wine Openers, and other eating paraphernalia are provided for free at all studio locations.

**Private Party Promotional Code:**

*This field is NOT for Groupon Codes! Download the Groupon PP Contract.*

To signify your agreement with our terms, please sign below.

Event Organizer Signature: \_\_\_\_\_ Print Event Organizer Name: \_\_\_\_\_ Date: \_\_\_\_\_

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