



CORPORATE PARTY AGREEMENT

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

Services Provided by Paint and Pour (P&P) for the Patron (PATRON):

1. P&P agrees to provide an Entertainer/Artist to host your event.
2. P&P will provide all art resources required for the event.
3. 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 PM - 2 PM	12 PM - 3 PM	12 PM - 2 PM	12 PM - 3 PM
3:30 PM - 5 PM	3:30 PM - 6 PM	3:30 PM - 5 PM	3:30 PM - 6 PM
7 PM - 9 PM	6 PM - 9 PM	7 PM - 9 PM	6 PM - 9 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)

The Event:

Req. Date/Time: _____
 (PREFERRED Date/Time ex: 9/9/13, 6-9 PM) (2nd Choice for Date/Time) (3rd Choice for Date/Time)
 Requested dates are **FIRST COME, FIRST SERVED**. The 1st contract submitted for a date **WILL get the spot**, so get yours in early. The popularity of each time slot is listed above.

Name of Event: _____ Maturity Rating: _____
 (Typically something like "Company Name" 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) (minimum of 10 or 15, depending on which space you are requesting)

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: 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 \$50.00 will be applied from the credit card on file for the development of a custom painting. This is non-refundable.

Standard Painting:

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

Studio Location:

Is this event to be at one of our studios? Ypsi/A2 Brighton Dearborn Romeo / NO (if NO, skip to **Off-Site Location**)
 Do you have 15+ guests & require our main classrooms? YES (15 guest minimum) / NO (10 guest minimum) (Skip to **Event Organizer**)
Max Capacity: Ypsi/A2 Main: 30 / Private: 18 or 12 Brighton Main: 42 / Private: 12 Dearborn Main: 42 / Private: 32 Romeo Main: 42

Off-Site Location:

Is this event to be hosted at one of our off-site partner venues? YES / NO (if YES, fill in the desired venue and skip to **Event Organizer**)

Name of venue: _____
 NOTE: We will try to arrange the event at your request, but are subject to venue availability. Friday & Saturday evenings are rarely available.

Is this event to be hosted at your own location (off-site)? YES / NO (if YES, fill in the Event Address and answer table/chair questions)
 NOTE: Transportation & Travel Fee determined by distance from Ann Arbor/Romeo/Brighton. 1-30 Miles = \$25, 31 Miles + = \$1 for each mile over 30.

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 OR VIA FAX AT (734) 720-9778



CORPORATE PARTY AGREEMENT

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

Event Organizer:

Contact Person: _____

Contact Email: _____

Daytime Phone #: _____ Cell Phone #: _____

Setup Fee:

Paint and Pour charges a Setup Fee of 2x a single ticket cost to setup your event. However, when your event is booked 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, we are just requiring a minimal processing fee be paid in advance to setup the event details with our administration team. 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**

Cancellation & Rescheduling Policy:

Despite the best intentions and most organized of plans, we understand that unforeseen events can arise, so please let us know immediately! Should you need to cancel your event, your Setup Fee will be forfeit if P&P is NOT notified at least 14 days in advance of the event's start time. You may opt to reschedule your Private Party with at least 7 days advance notice at no charge. 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.).

Credit Card Information:

P&P will process your credit card for the Setup Fee listed above, and to protect against damages, failure to meet minimum head counts, etc. You will be notified before any charge is applied. **Transportation & Travel, Custom Art, Table & Chair Rental, & Food and Drinks WILL be charged when processed.**

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: _____

Alcohol & Food:

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

1. P&P may terminate alcohol consumption at our discretion.
2. Alcohol is only allowed within the premises of our venues.
3. For events hosted at off-site locations owned/maintained by the PATRON, the PATRON is responsible for obtaining permission from the location.
4. For events at our off-site venues at bars and restaurants, all alcohol and food MUST be purchased from the venue.
5. The PATRON assumes all liability for the service of alcohol.
6. No open containers will leave the premises.
7. No underage drinking is allowed.

Private Party Promotional Code:

If the PATRON is in agreement with the terms, please sign below.

PATRON Signature:

Print PATRON Name:

Date:

SUBMIT YOUR CONTRACT TO EVENTS@THEPAINTANDPOUR.COM OR VIA FAX AT (734) 720-9778