



FUNDRAISER AGREEMENT

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

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

1. Provide an Entertainer/Artist to host your charity event.
2. Provide all art materials (easels, canvas, brushes, paint, aprons, etc.)
3. P&P will setup/breakdown all art materials.
4. P&P will cut a check for donation proceeds after the event.

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: _____

Charity Website: _____
 (For example, our website is www.thepaintandpour.com)

Charity Facebook: www.facebook.com/ _____ Maturity Rating: _____
 (For example, our Facebook page is www.facebook.com/thepaintandpour) (i.e. G, PG, R, X. We tailor our humor to match!)

Will you be doing a Press Release? YES / NO (we can provide you with a PR template) Do you have a mailing list? YES / NO

Public Event? YES / NO (anyone can attend a public event) Event Password: _____
 We **RECOMMEND** a public event! (Only **REQUIRED** for private events, most events are public events)

Expected Guests #: _____ Requested Artist: _____

Event Description: (seen by your guests when buying tickets online. Use this to describe the event.)

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

Event fees will be collected from each painter via our website and at the door*.

Service	Class Length	Fees
<input type="checkbox"/> Child 2hr Canvas Painting	2 hr class + ½ hr setup/ teardown	\$25 per person
<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

These fees can be paid by you or your guests via our website (with the password).

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

* Specialty Classes have an additional \$10 added for pre-sketching.
 * At the door tickets have a \$5 upcharge. Cash, Visa, MC, & Discover accepted.

Event Organizer:

Contact Person: _____

Contact Email: _____

Daytime Phone #: _____ Cell Phone #: _____

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)

Event Proceeds: (minimum of 15 tickets required to receive proceeds!
 Below 15 guests, there are no proceeds. Proceeds are PER ticket sold.)

2 Hour Class	3 Hour/Specialty Class
15-25 tickets = \$10	15-25 tickets = \$15
26-30 tickets = \$11	26-30 tickets = \$16
31-35 tickets = \$12	31-35 tickets = \$17
36-40 tickets = \$13	36-40 tickets = \$18
41-45 tickets = \$14	41-45 tickets = \$19
46+ tickets = \$15	46+ tickets = \$20

Additional Donation:

You may add an additional cost to your event. Anything we collect above ticket costs are 100% donated to the charity.

Add an additional cost? Yes / No

If yes, how much?: _____
 (we recommend keeping additional donations below \$5-10)

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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: 32 | Private: 18 or 12 Brighton Main: 42 | Private: 12 Dearborn Main: 42 | Private: 32 Romeo Main: 42

Off-Site Location:

Interested in hosting your event at one of our off-site 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 table/chair questions)

NOTE: If hosted at an off-site location, a **Transportation & Travel Fee** will be applied to the credit card on file. Costs are determined by the distance from Ann Arbor OR Brighton. 1-30 Miles = \$25, 31 Miles + = \$1 for each mile over 30. (Ex. Brighton to Macomb Twp. = 65 miles, or \$25 + \$35 = \$60)

Location Name: _____

(company/church/facility name)

Event Address: _____

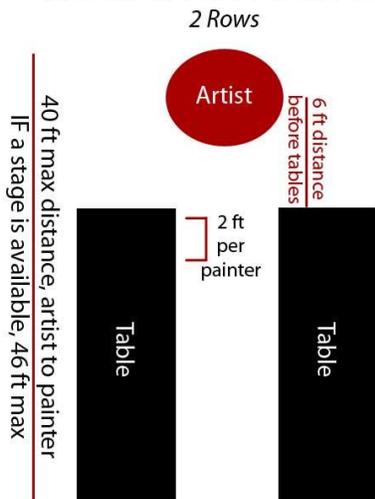
Will tables and chairs be provided for all guests of the PATRON? YES / NO

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

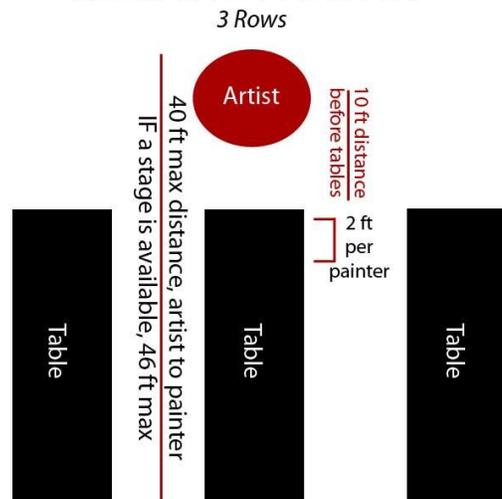
NOTE: P&P requires adequate seating and table space to conduct their events. Our tables seat 6 painters, and we can accommodate up to 60 painters.

If you are hosting your **Special Event** at your own location, then we need to know the max capacity of painters. Please refer to the following diagrams:

LOCATION SETUP



LOCATION SETUP



Based on the diagrams, what is the max seating capacity?: _____ (you may select a smaller # if you want to give your guests more room)

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

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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: _____

Charity Proceeds:

P&P will cut your check for your **FUNdraiser** proceeds within a month of the event completion. **FUNdraiser** checks MUST be made out to the official charity name (if a 501c3), although we will mail them to whoever is organizing the event, if requested, so that they can turn it in personally.

Pay **FUNdraiser** Proceeds via official charity website (generally quicker payout) or mailed Check?: Website / Check

Website Payment URL: _____

Check made out to: _____

Add Memo to check?: YES / NO Memo: _____

Check mailed to?: _____

Mailing Address for Check: _____

Mailing City for Check: _____ 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, the PATRON is responsible for obtaining permission from the location.
- 4. The PATRON assumes all liability for the service of alcohol.
- 5. No open containers will leave the premises.
- 6. 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:

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