



# 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.

## 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 - 5:30 PM	3:30 PM - 6:30 PM	3:30 PM - 5:30 PM	3:30 PM - 6:30 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)

\* PARTIES AFTER 10 PM are charged \$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: \_\_\_\_\_

Charity Website: \_\_\_\_\_

(For example, our website is www.thepaintandpour.com)

Charity Facebook: [www.facebook.com/](http://www.facebook.com/) \_\_\_\_\_

(For example, our Facebook page is www.facebook.com/thepaintandpour)

Maturity Rating: \_\_\_\_\_

(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)

We **RECOMMEND** a public event!

Event Password: \_\_\_\_\_

(Only REQUIRED for private events, most events are public events)

# of Guests: \_\_\_\_\_

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.

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"/> 2 Hour Class	2 hr. class + 1 hr. setup/teardown	\$35/person
<input type="checkbox"/> 3 Hour Class	3 hr. class + 1 hr. setup/teardown	\$45/person
<input type="checkbox"/> Specialty Class	3 hr. class + 1 hr. setup/teardown	\$55/person

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.

Add On 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 #: \_\_\_\_\_

**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

15-25 tickets = \$10

26-30 tickets = \$11

31-35 tickets = \$12

36-40 tickets = \$13

41-45 tickets = \$14

46+ tickets = \$15

### 3 Hour/Specialty Class

15-25 tickets = \$15

26-30 tickets = \$16

31-35 tickets = \$17

36-40 tickets = \$18

41-45 tickets = \$19

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.

Should we add an additional cost?  Yes /  No

If yes, how much?: \_\_\_\_\_

(we recommend keeping additional donations below \$5-10)

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



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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 \$50-100 (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?  Ann Arbor  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:** Ann Arbor Main: 32 / Private: 18 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 your desired venue.

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

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

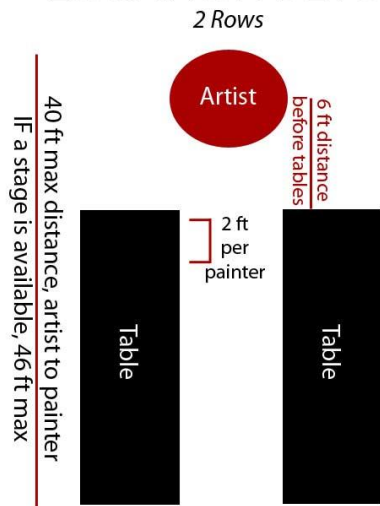
Will tables and chairs be provided for all guests of the PATRON?  YES /  NO (if YES, skip to **Event Organizer**)

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

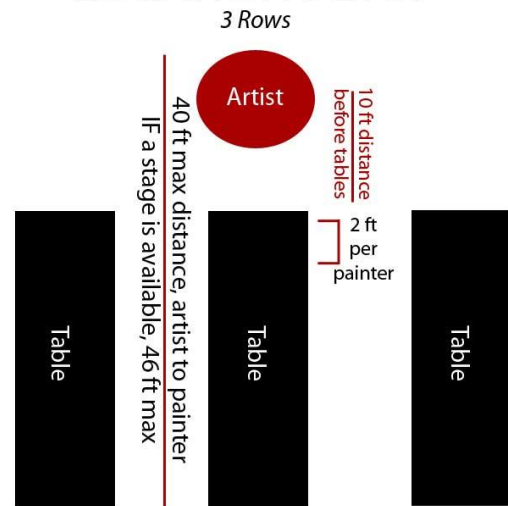
**NOTE:** P&P requires adequate seating and table space to conduct their events. Our tables seat 6 painters, and have limited availability.

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)

### 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! You may opt to reschedule your Private Party with at least 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!**

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### 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**

### 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 fees listed, to reimburse against damages done by the PATRON, 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 the event is 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.

### 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.

How should we pay your **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. 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 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 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 (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.

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

\_\_\_\_\_  
PATRON Signature:

\_\_\_\_\_  
Print PATRON Name:

\_\_\_\_\_  
Date:

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