



# FUNDRAISER 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.
7. 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
12-2 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** and must pay for **all** tickets during setup.

Name of Event \* \_\_\_\_\_

Charity Website \_\_\_\_\_  
 (For example, our website is www.thepaintandpour.com)

Charity FB [www.facebook.com/](http://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 Do you have a mailing list?  YES /  NO

Public Event?\*  YES /  NO (anyone can attend a public event) Event Password \_\_\_\_\_  
 We HIGHLY suggest Public **FUN**draisers for maximum sales (Only REQUIRED for private events, most events are public events)

Expected Guests # \* \_\_\_\_\_ Requested Artist \_\_\_\_\_  
 NOTE Off Site Events require a minimum of 15 guests. Studio Events require a minimum of 10 guests. Failure to sell the minimum tickets require the charge of the difference in tickets to the CC on file. FUNdraisers only pay back for sales of 15+ tickets. If you are running a studio event with 10-14 guests, we will run the event, but will not be able to provide the organization with a donation.

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

## Event Costs (select one of the class types below)

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

Service	Details	Cost
<input type="checkbox"/> 2hr Canvas Painting	Step by step instruction for 2hr painting	\$35/person
<input type="checkbox"/> 2hr Glass Painting	DIY instruction for 2 pieces per painter	\$35/person
<input type="checkbox"/> 3hr Canvas Painting	Step by step instruction for 3hr painting	\$45/person
<input type="checkbox"/> Specialty (list below)*	Varies based off selection	Varies

- These fees can be paid by you or your guests on our website (with password).
- Specialty Classes require pre-sketching. Specialty Event Types include Paint your Pet, Paint your Partner, Collaborative Collage, Musical Chairs & Custom Events.
- Coupons & Vouchers for individual classes are not valid for Private Parties.
- **Add On 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

NOTE **A Custom Art Fee of \$50-100** (the cost varies by the intended art's subject/complexity) will be charged to the credit card on file. This includes up to 3 revisions. Additional revisions are charged at **\$25 each**. This fee is non-refundable.

## Standard Painting

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

## 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 = <b>\$10</b>	15-25 tickets = <b>\$15</b>
26-30 tickets = <b>\$11</b>	26-30 tickets = <b>\$16</b>
31-35 tickets = <b>\$12</b>	31-35 tickets = <b>\$17</b>
36-40 tickets = <b>\$13</b>	36-40 tickets = <b>\$18</b>
41-45 tickets = <b>\$14</b>	41-45 tickets = <b>\$19</b>
46+ tickets = <b>\$15</b>	46+ tickets = <b>\$20</b>

## Additional Donation

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

Add additional cost?  YES /  NO How much? \_\_\_\_\_  
 We recommend keeping additional donations below \$5-10.



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### Studio Location \* 10 guest minimum

Brighton Studio

111 South West St, Brighton MI  
Max: Main - 42, Private - 12

Dearborn Studio

22000 Michigan Ave, Dearborn MI  
Max: Main - 42, Private - 32

Ypsilanti Studio

5 South Washington St, Ypsilanti MI  
Max: Main - 30, Private - 18 & 12

Hell Studio

10866 Cedar Lake Rd, Pinckney MI  
Max: Main - 30

### Off-Site Location \* 15 guest minimum

Is this event to be hosted at your own location (off-site)?  YES /  NO

**NOTE Transportation & Travel Fees** are determined by distance from the 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 3rd party venue, although we can provide some suggestions.

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

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

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

### Event Organizer

Contact Person \* \_\_\_\_\_

Contact Email \* \_\_\_\_\_

Daytime Phone # \* \_\_\_\_\_ Cell Phone # \_\_\_\_\_

### Credit Card Information

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

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 \* \_\_\_\_\_

### Initial Charge & Guests

P&P will charge your card for 2 **non-refundable** tickets when an event is created, as well as any applicable **Transportation, Custom Art, Table/Chair Rental, Add On Time & RUSH Fees**. P&P also reserves the right to charge for reimbursement against damages by guests & failure to meet minimum head counts.

**NOTE:** If you party is within 7 days, then you must pay for a minimum of 10 tickets in the initial charge.

Guest 1 \* \_\_\_\_\_ Guest 2 \* \_\_\_\_\_

If you wish, you may elect to have us charge ALL of the tickets for your event, which will qualify you for the Bulk Discounts listed on page 4.

Should we charge ALL tickets to the Credit Card?  YES /  NO Total # of tickets to purchase \_\_\_\_\_ (list attendee names on page 4)

### 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 wish to cancel your event with 7+ days of notice, only the first two tickets and custom art fee will be forfeit. If you wish to cancel an event with 48 hours - 6 days of notice, the first two tickets, custom art & rush fees will be forfeit. After this grace period (requests with less than 48 hours), no refunds or reschedules will be permitted.

### 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.).



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## **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.

## **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 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 \_\_\_\_\_

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

\_\_\_\_\_  
Event Organizer Signature \*

\_\_\_\_\_  
Print Event Organizer Name \*

\_\_\_\_\_  
Date \*



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### Additional Attendees

Complete this section **ONLY** if you wish for Paint and Pour to charge **ALL** of your tickets to the Credit Card on file. Guest 1 & 2 are listed on page 2.

Guest 3 _____	Guest 4 _____
Guest 5 _____	Guest 6 _____
Guest 7 _____	Guest 8 _____
Guest 9 _____	Guest 10 _____
Guest 11 _____	Guest 12 _____
Guest 13 _____	Guest 14 _____
Guest 15 _____	Guest 16 _____
Guest 17 _____	Guest 18 _____
Guest 19 _____	Guest 20 _____
Guest 21 _____	Guest 22 _____
Guest 23 _____	Guest 24 _____
Guest 25 _____	Guest 26 _____
Guest 27 _____	Guest 28 _____
Guest 29 _____	Guest 30 _____
Guest 31 _____	Guest 32 _____
Guest 33 _____	Guest 34 _____
Guest 35 _____	Guest 36 _____
Guest 37 _____	Guest 38 _____
Guest 39 _____	Guest 40 _____

*If there are more than 40 guests, or to edit the attendee list, please email attendee names to [events@thepaintandpour.com](mailto:events@thepaintandpour.com)*

# SAVE BIG & PURCHASE YOUR BULK DISCOUNTS TICKETS WITH OUR

**TAKE**

<b>ADULT EVENTS (Public &amp; Private)</b>	<b>FAMILY DAYS (&amp; Kid's Private)</b>	<b>*ONLINE PURCHASES ONLY</b>
4+5% 8+10% 12+15% 16+20% 20+25% 30+30% 40+35%	10+10% 20+15% 30+20% 40+25% 50+30% 60+35%	EXCLUDES FUNDRAISERS & SPECIAL EVENTS

When complete, please SUBMIT your contract to us via email at [EVENTS@THEPAINTANDPOUR.COM](mailto:EVENTS@THEPAINTANDPOUR.COM) or fax it to us at (734) 720-9778