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Private Party/In Studio (KIDS) "DROP-OFF"
for ages 5 to 12 years old

*** This form *must* be completed and returned by the end of the next business day in order to secure your private party reservation.**

Full Name: _____

Please circle type of Credit Card. VISA / MASTERCARD / AMEX /DISCOVER

Card Number: _____ **Exp:** ____/____

Verification code: _____ This is the last 3 digits AFTER the credit card number in the signature area of the card.

Billing Address: _____

City: _____ **Billing Zip Code:** _____

Signature: _____ **Date:** _____

All private parties require a valid credit card number. You will only be charged if you are in violation of the terms listed below. Please read entire agreement carefully. Should you have any questions please call us at the studio.

Host Name: _____

Phone: _____ Email: _____

Event Date: _____ Event time: _____ to: _____ Option A ____ Option B ____

Would you like to pay \$50.00 for an additional 30 minutes to use the studio beyond the allotted time? (This is subject to availability) YES _____ NO _____

List how many painters you will have attend your party:

*Reserve Picasso room (Min 10, maximum 12 in landscape position or 13 in portrait) _____

*OR Main Studio (Min 15, maximum 27 in landscape position or 32 in portrait) _____

Occasion: _____

Event Name to Appear on Website (Tina's 8th Birthday etc.):

Painting: _____

You may call or email us at the studio to update this at a later time. Your painting is DUE one week before your event. **Select your painting**

here: <http://paintsncocktailscollection.shutterfly.com> use "**library**" as the password

Special request/Notes: _____

By signing this agreement I acknowledge that I have received, read and agreed to the services offered by Paints N' Cocktails as outlined in the Paints N' Cocktails Private Party Agreement . I understand that I am financially responsible for meeting the minimum number of painters regardless of their attendance. I further acknowledge that my credit card will be charged a \$50% of my selected option upon reservation which will be credited towards the event. I will be charged \$75.00 cancellation fee if I fail to cancel within 7 days. ALL RESERVED SEATS WILL BE GIVEN A STUDIO CREDIT TOWARDS A PAINTING EVENT OR CLASS .

Signature: _____ Date: _____

Thank you for booking your private party with Paints n' Cocktails Inc.! Please review all of our private party guidelines, [as we will need your signed and returned agreement to hold your date. We act on a first come first bases.](#)

Private parties can be booked seven (7) days a week from 10:00am to 10:00pm,

We will provide all of the supplies you will need such as paint, brushes, easels, canvases, and aprons. WE PROVIDE Ice, water, Ice buckets, cork screws, bottle openers and wine glasses. You are welcome to bring any snacks, appetizers or food.

Paints n Cocktails is not liable for and damages to clothing or personal belongings nor are we responsible for and lost items.

Choose from two options: Please indicate your option above.

- **Option "A"**

2 Hour session \$300.00 up to 12 painters, \$20.00 for each additional painters. Paining will be on 11x14 stretched canvas.(Recommended for children under 8 years old).

- **Option "B"**

2 1/2 Hour session \$450.00 up to 15 painters \$25.00 for each additional child. Painting will be on 16x20 stretched canvases. (Recommended for children 8 to 12 years).

Scheduling Policy/Overtime Fee

All classes begin promptly at the scheduled time, for that reason; please have your guests arrive at least 10-15 minutes prior to the scheduled time to allow time for checking in and setting up. **The host should only arrive 20-30 minutes before the scheduled time to prepare and set up. Keep in mind that there may be another party booked before, after or during your event in another room. Please be mindful that our staff must transition with flexibility.** We will start on time and as a courtesy we will assist late comers with painting to catch them up. Paintings must finish on time but you are allotted a 20 minute grace period after the “grand finale, this time to be used to clean up and pack up your belongings. ”. **An additional studio fee of 50.00 dollars per every 30 minutes will be added to your cost if your group exceeds the time frame allotted for your event.**

All private parties require a valid credit card number, which will only be charged if you are in violation of the terms listed below. **If you are paying with cash, a Reservation deposit of \$150.00 will be collected** at the time of reservation, which is then credited either towards the event, refunded or credited once you’ve met the minimum number of painters.

The minimum number of painters is 10 for our Picasso Room and a minimum of 15 painters to reserve the main studio, please indicate above your choice.

We will provide all of the supplies you will need such as paint, brushes, easels, canvases, aprons Ice, Ice buckets and glasses. You are welcome to bring any snacks or appetizers that you would like.

NOTE: ONLY two or four(4) adults including the host are allows stay with the kids. If it is necessary to have additional adults or non painters, there will be \$10.00 charge for the use of our studio per person subject to approval.

The pictures we take at all of our events are used to promote our concept. By signing this agreement , you give consent to us to take photos during your event. The studio is not responsible for damage clothing or items. By signing this agreement, you further waive and release any and all rights and claims to damage against Paints n' Cocktails, its employees and representative of any liabilities and injury during painting activities.

Signature: _____ Date: _____

Cancellation Policy/Refund

We charge a \$75.00 cancellation fee if notice is NOT given within the allotted time.

In the event you need to cancel or reschedule your party, **a minimum of one week (7 days) notice is required.** If cancellation is done within the allotted time you will be given a studio credit for the 50% reservation deposit **This credit will not expire and can be used for any PUBLIC event in the future or given as a gift.**

If you fail to give us at least **one week (7days)** notice from your scheduled event date, \$75.00 cancellation fee will be deducted and the balance given as a studio credit.

We look forward to showing you and your guests a Fantastic time!!!

Signature: _____ Date: _____

For Office Use:

Intake Manager: _____ Date Processed: ____/____/____

Deposit Amount: \$ _____ Host Pays for All Guest Pay Individually Host Pays Partial