

Party request quote:

Billing Name:

Billing Address:

PRIMARY Phone Number FOR CONTACT DAY OF EVENT PHONE #

ALTERNATE Phone Number

Date of Event:
Entertainment Start:
Entertainment End:
# of Guests
Age Range
Theme:
Tables & Chairs Provided (circle)? Yes No
Tip Jar Allowed (PUBLIC EVENT)? Yes No

Mailing Address for retainer OR PAYMENT IN FULL - (check or money order \*)

3916 Cedarwood Ct, Arlington TX 76017

Payable to: Kathy Rollwage

# HOURS PER ARTIST	DESCRIPTION/RATES - Lower rates based on # of hours booked – MINIMUM 2 HOUR RATE FOR PARTIES OF 12+ GUESTS	Total
	Face Painting \$125, 100, 90, 80, 70	
	2 <sup>nd</sup> Face Painter \$100, 90, 80, 70, 60	-
	Balloonist Twisting \$125, 100, 90, 80, 70	-
	2 <sup>nd</sup> Balloon Twister \$100, 90, 80, 70, 60	
	Balloon Décor (PRICES BASED ON DESIGN)	
	Glitter Tattoo Artist	
	SUBTOTAL	
Client's Preferred Method of Payment: <input type="checkbox"/> CHECK (PAPER OR ZELLE PAY) <input type="checkbox"/> CREDIT/DEBIT CARD*		
If Applicable (debit/credit) \$2.5 % PROCESSING FEE		
TOTAL IF PAID IN FULL		
RETAINER(PORION OF TOTAL) REQUIRED TO RESERVE ARTIST(S)		
Balance Upon Arrival to Artist(s)- cash preferred		

\* I can take your cc over the phone and submit for you – please add processing fee of 2.5% \*OR YOU MAY PAYPAL TO [KLRMHP@YAHOO.COM](mailto:KLRMHP@YAHOO.COM) –or I can invoice you via SQUARE. I CAN ALSO ACCEPT ZELLE PAYMENTS VIA YOUR BANK to merry.heart.fp@gmail.com.

**EVENT DETAILS:**

DATE of the EVENT (DAY OF WEEK- circle - AND DATE) DAY OF THE WEEK: MON, TUE, WED THU, FRI, SAT, SUN DATE:

START AND END TIME FOR ENERTAINMENT: PLEASE INCLUDE A.M. AND P.M.)

START: \_\_\_\_\_ AM/PM UNTIL END \_\_\_\_\_ AM PM

PLEASE ADD IN COMMENTS IF YOU WANT STAGGERED TIMES FOR THE ARTISTS; IE BALLOONIST 2-4 AND FACE PAINTING 1:30-3:30

PRIMARY Phone Number FOR CONTACT DAY OF EVENT (mobile #)

Invoice & Service Agreement

ALTERNATE Phone Number

PARTY ADDRESS - (Physical location, where artist(s) will be set up)

BILLING CONTACT NAME/BUS NAME

BILLING/MAILING ADDRESS

EMAIL (This is the PRIMARY means of communication)

EVENT TYPE

APPROXIMATE Number of guests to be painted

GUEST Age Range (recommended age 3+) & Age of Birthday child if applicable.

Inside/Outside (INSIDE IS ALWAYS PREFERRED since temperature effects the paint and windy days require extra effort)

TYPE OF ARTIST(S) / DIFFERENT RATES FOR EACH ARTIST. DISCOUNTS FOR MULTIPLE FACE PAINTERS OR GLITTER TATTOOS.

\_ Face Painter # \_\_\_\_

\_ Glitter Tattoo Artist # \_\_\_\_

\_ Balloon Twister #: \_\_\_\_

\_ OTHER, PLEASE DESCRIBE:

THEME (if applicable)

How Did You Hear About Us Part I

Lola Ayanwale <lola.ayanwale@gmail.com>

Comments (discount code, referral name, party theme, parking info, etc)

## What to expect for Merry Heart Face Painting for your event:

- 1) Once the retainer fee is paid, you will be given the contact information of the artist(s)
- 2) Face Painters and Glitter Tattoo Artists will usually arrive 30-45 minutes ahead; Balloon Artists generally only need 5-10 minutes.
- 3) The artist(s) should contact by phone or email a day or so ahead of the event to firm up all the details:
  - Location
  - Contact the day of the event (ask for a second one)
  - Tables
  - Chairs
  - Access to Water
  - Access to Restrooms
  - Access to Electricity (please have a charger for your cell phone so you can take photos)
    - If you don't have a way of taking photos, you need to tell the customer ahead of time
  - Ask about overtime and cutting the line. You should set an alarm and cut the line to the next amount of people you can paint in 30 minutes (5-10 depending on your speed). Put a dot of neon paint on each child in line or give them a ticket.
- 4) The artist(s) brings their own supplies (paints, brushes, even water most of the time) and can also bring their own table and chair(s), if there is ample room.
- 5) They will be courteous and well-mannered.
- 6) Photos to be taken and shared after the event whenever possible.
- 7) Promotion of your event via Facebook and even happy to create a flier for your event (you can provide pics and details that you might want – simply email to [merry.heart.fp@gmail.com](mailto:merry.heart.fp@gmail.com))

### How you can help US get the most for your entertainment dollars:

- ✚ Have the artist in a spot against a wall (this allows us to put our table against a wall, and helps eliminate little fingers poking at our paint supplies – the spread of germs).
- ✚ Have an assigned helper designated to manage the line; this is especially important at large school or public events or if you have other activities going on (jewelry making, art projects, outside events while the painter is inside, etc.)
- ✚ The artist should be in a well-lit spot (so she can see what she's painting. ☺).
- ✚ If possible, cool in the summer, warm in the winter.
- ✚ Let the artist know if you want/don't want overtime before they get started. Ideally days ahead, since many times we will have an event right after yours.
- ✚ If you have not already paid in full, please pay the artist upon arrival; This way, they won't have to interrupt you/locate you for payment when it comes time to leave.
- ✚ Provision of table and chairs, allows for a quicker setup time.
- ✚ Please save us a parking spot; this is especially important at big public events. If there will be parking fees, parking issues, please let the artist know ahead of time and have a plan
- ✚ On outdoor events, please have a backup plan for inclement weather.