



**Services Provided by Art Van Go for the PATRON:**

1. ART VAN GO will host your event at Our Studio or an Off Site location.
2. ART VAN GO will provide an Entertainer/Artist to host a Paint Party and guide your guests.
3. ART VAN GO will provide all art materials required for the event.
4. ART VAN GO will setup/breakdown all art materials needed for our events.

**The Event:**

Req. Date/Time:

\_\_\_\_\_ (PREFERRED Date/Time ex: 9/8/18, 12-2 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	_____	
	(Typically something like Paula's Bachelorette Party, or Shana's Sweet Sixteen Party)	
# of Guests <i>NOTE: Off Site events require a minimum of 20 guests.</i>	Estimated Count _____	Final Count (due _____; 2 weeks before event) <i>Additional Guests are permitted the day of the event, but may not have an easel.</i>

<b>Event Costs:</b> (select one of the class types below)			
Service	Details	Fees	Amount
___ Child 2 Hr Canvas Painting	Step by step instruction on a 2 hr painting	\$20	
___ Adult 2 Hr Canvas Painting	Step by step instruction on a 2 hr painting	\$25	
___ Adult 3 Hr Canvas Painting	Step by step instruction on a 3 hr painting	\$35	
___ Specialty (list below) *		Varies	

\* Specialty Classes require advanced pre-sketching. Specialty Event Types include Paint your Pet, Treats and Tees Paint Parties and Custom Events.

These fees can be paid by you or your guests via our website.

**Specialty Painting:**

Our artists can create a custom painting for your event. This could be a company logo or photograph. Please note that extremely complex subjects may be impossible for a 2 or 3 hour class. We will not accept any images that are sexual or profanity based. Contact us at (443) 838-9997 to discuss.

Would you like a custom painting for your event? \_\_\_ YES \_\_\_ NO

*NOTE: A Custom Art Fee of \$100-150 will be charged and includes up to 2 artist revisions. The cost varies based on the artwork's subject/complexity. This fee is non-refundable. Additional revisions are charged at \$25 each.*

**Standard Painting:**

Name of Painting: \_\_\_\_\_

*NOTE: You may review the standard paintings at [www.designateecompany.com/ecommerce/artparties.html/](http://www.designateecompany.com/ecommerce/artparties.html/)*

**Party Location:** All parties are held at our studio or your location.

\_\_\_ Our Studio Location :( 10 guest maximum capacity)

\_\_\_ Off-Site Location: (20 guest minimum);

Fill in the Location Name, Address. The host is responsible for securing all details with the selected venue. The host is to provide all necessary tables and chairs for the paint party. Art Van Go will provide the art entertainment and painting supplies. The host will also be responsible for ensuring access to the venue 1 hour before the event.

*NOTE: Off Site Events have a 20 guest minimum. You may choose to host an event with less than 20 attendees, but must pay for at least 20 guests. It is the event organizer's (i.e. your) responsibility to contact and book the party venue.*

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

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

How many tables and chairs will be provided for the guests who are participating in the art party? \_\_\_ Tables/ \_\_\_ Chairs

*NOTE: Art Van Go requires adequate seating and table space to conduct their events.*

How early can we setup for the party? \_\_\_\_\_

**SUBMIT YOUR CONTRACT TO ArtVanGo5636@gmail.com**

Event Organizer:

Contact Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

**Deposit:**

I, \_\_\_\_\_, agree to the deposit of \$ \_\_\_\_\_ and the per attendee fee of \$ \_\_\_\_\_. I agree to the services as outlined in this agreement. **I understand that the deposit is nonrefundable.** I agree to pay the balance due in full, which is based on the number of attendees, on or before \_\_\_\_\_ (2 weeks prior to the event). **I understand that the final payment is nonrefundable.** I understand that I am obligated to pay for the minimum number of attendees that the booking person guaranteed. If you guarantee 20 but only 15 attend, you are responsible for paying for 20. I agree to pay for any additional guests before the activity begins; cash is the only payment method allowed for additional guests.

**Cash Payments:**

Cash, Check, Money Order. All payments must clear before date of event.

**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 14 days advance notice at no charge. Should you need to cancel your event, you can call to reschedule 7 days after the original event date. Your rescheduled date is based on Art Van Go availability. There are **no exceptions!**

**Guest Conduct, Liability:**

All guests are expected to behave responsibly at all times. Children must be supervised by an adult at all times. **Art Van Go is not responsible for supervising children.** The PATRON assumes full responsibility for any damages to the location, equipment, patrons, or ART VAN GO personnel due to negligence, including such caused by any vendor contracted by the PATRON to be on the premises (caterer, DJ, etc.).

**Alcohol & Food:**

**Our Studio**

1. Alcohol is not permitted in our studio. You may bring food and non-alcoholic beverages to serve during the party. Food should be kept limited to finger food, appetizers, and hors d'oeuvres (nothing that would require reheating or silverware, with the exception of cakes and similar items).

**Off-Site Location**

1. For events hosted at off-site locations, the PATRON is responsible for obtaining permission from the location.
2. For events at bars and restaurants, all alcohol and food **MUST** be purchased from the venue.
3. The PATRON assumes all liability for the consumption of alcohol.
4. The PATRON is responsible for any illness associated with food served at the party. We highly recommend that you ask all guests about allergies prior to your party.

**Photos:**

\_\_\_\_\_ Photo Release: Art Van Go staff may take photographs to be used for promotional purposes.

**Copyright:**

All artwork and content on the Design-A-Tee Company website or presented and taught by an Art Van Go artist belongs to Stephanie Ann Hill and is legally protected by U.S. & International copyright laws.

Under NO circumstance is it permitted for you to use them without proper and prior permission from Stephanie Ann Hill or her legal advisers.

Unauthorized duplication or usage is prohibited by the Copyright law and will be prosecuted. We protect our copyright interests.

Stephanie Ann Hill retains all of the copyrights to all artwork on the website and to all artwork presented and taught by an Art Van Go artist, regardless of having sold the original image. You must contact her or her legal advisors in order to use an image, whether or not you now own the original artwork. Thank you.

**Acceptance:**

By signing this agreement, you are submitting a formal request for a party reservation. Furthermore, you are agreeing to hold your entire party responsible for the terms of this contract without limitation. The undersigned agrees that participation at an Art Van Go event shall be undertaken at participant's risk and that Art Van Go, Design-A-Tee Company, its officers its agents, and employees shall not be liable for any claims, actions, or causes of action, of any kind whatsoever, or losses, demands, injures to persons or property in relation to such participation. You understand that Art Van Go is not responsible for the supervision of children or party guests and release Art Van Go, Design-A-Tee Company, its officers, employees and agents from any liability resulting from any lack of supervision. The undersigned represents that they are at least eighteen (18) years of age and the responsible representative for this event. You have read and reviewed the above therefore by printing and signing your name you are agreeing and here by bind yourself to the terms legally stated in the contract.

Client Account #:  
\_\_\_\_\_

Office use only

\_\_\_\_\_  
Event Organizer Signature:

\_\_\_\_\_  
Print Event Organizer Name:

\_\_\_\_\_  
Date

**SUBMIT YOUR CONTRACT TO [ArtVanGo5636@gmail.com](mailto:ArtVanGo5636@gmail.com)**