

Plantation In-Studio/Private Party agreement

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Email: fun@paintsncocktails.com



*** 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.

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Host Name: _____

Phone: _____ Email: _____

Event Date: _____ Event time: _____ to: _____

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 _____

Will you pay for the entire event? 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 (Paul’s Birthday, Cindy’s Bachelorette, 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 \$75.00 reservation deposit upon reservation which will be credited either towards the event or refunded once the terms of the agreement have been met. My reservation deposit will NOT be credited or refunded to me if I fail to give 7 days’ cancellation notice and will be used as a cancellation fee.. If am paying for the entire event I will pay 50% of minimum number of painters and will be charged \$75.00 cancellation fee if I fail to cancel within 7 days. ALL RESERVED SEATS BY ME OR MY GUESTS WILL BE GIVEN A STUDIO CREDIT TOWARDS A PAINTING EVENT OR CLASS . I AGREE TO INFORM MY GUESTS OF THIS POLICY.

Signature: _____ Date: _____

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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, either for a two-hour session at \$35.00 per person or a three-hour session at 45.00 per person. Two hour paintings using a three hour time slot for gift exchanges, cocktails, eating and mingling are available at \$45.00 per person. PLEASE INDICATE IN SPECIAL NOTES ABOVE YOUR PREFERENCE.

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 or appetizers that you would like.

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 fee 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. There is a reservation fee due at time of reservation and is credited either towards the event or refunded once the terms of the agreement have been met. **As the host of the private party, it is your responsibility to make sure that you have the minimum number of guests attending.** We suggest that you collect the appropriate payments from your group in advance or we can post your event on our online calendar where your guests can reserve their seats with their credit card. You will be charged for the minimum amount of the class if the minimum attendance is not reached on the day of the event. **Your reservation fee will only be refunded to you or credited towards your event, once you have met the agreed upon minimum number of painters on the day of your event.**

Signature: _____ Date: _____

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Reservation Deposit Amounts

If your guests are paying individually through our online system your deposit is: \$75.00. Your reservation fee of \$75.00 will then be credited toward your event. You should have your painters pay in advance through our online system to secure your headcount. We will send you the link after we process your paperwork!

If you are paying for the entire event, you will need to pay 50% of the minimum number of painters at the time of booking your event, (e.g. if your guarantee is 10 painters you will need to pay for 5) and the remainder of the balance on the day of the event.

Please note: THERE WILL BE A \$15.00 CHARGE FOR NON-PAINTERS FOR USE OF OUR STUDIO. Non-painters reservations must be made via PHONE reservations from host of event. Non-painters are NOT countered towards your guaranteed number of painters.

Cancellation Policy/Refund

We charge a \$75.00 cancellation fee if notice is NOT given within the allotted time. If your guests are reserving their seats and must cancel their seats for any reason, please inform them that they will then be given a studio credit and YOU, the host, should be notified of their intent to cancelation their cancelation could reduce your guarantee number of painters..

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, the reservation deposit and any reserved seats will be given a studio credit towards an event or class. 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, your RESEVATION DEPOSIT OF \$75.00 will be NOT BE CREDITED TOWARDS ANY EVENT OR CLASS NOR WILL IT BE REUNDED BACK TO YOU. All paid reserved seats will be given a studio credit towards an event or class. This credit will not expire and can be used for any event in the future or given as a gift. If you are paying for the entire event and paid 50% of the event and canceled within the allotted time, you will be given a studio credit for the 50%. If you fail to give notice within the allotted time, \$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

All Notes to be added to reservation system: _____
