

Plantation off-site 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/ Company 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: \_\_\_\_\_ Number of painters \_\_\_\_\_

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

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Will you pay for the entire event? YES \_\_\_ NO \_\_\_

Occasion: \_\_\_\_\_

Event Name to Appear on Website (Paul's Birthday, Cindy's Bachelorette, etc.):

\_\_\_\_\_

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 I further acknowledge that my credit card will be charged a NON-Refundable travel and set-up fee of 125.00 and 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 the 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: \_\_\_\_\_

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 contract to hold your date.

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All private parties require a valid credit card number, which will only be charged if you are in violation of the terms listed below.

**The minimum number of painters is 10.** There is a non-refundable travel and set up fee of \$125.00 due upon reservation and a \$75.00 reservation fee which will be credited 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 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 attendance does not reach the 10 painters on the day of the event. 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. Your reservation fee of \$75.00 will then be credited toward your event.**

Private parties can be booked either for a two-hour session at \$35.00 per person or a three-hour session at 45.00 per person.

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

### What we Provide

We will provide all of the supplies you will need such as paint, brushes, easels, canvases, aprons and drop clothes to protect your floors.

**PLEASE NOTE: PAINTS N COCKTAILS IS RESPONSIBLE ONLY FOR SPILLS AND DAMAGES CAUSED BY PAINTS N COCKTAILS ARTISTS.**

**AS THE HOST OF THE EVENT IT IS YOUR RESPONSIBILITY TO PROVIDE ALL TABLES AND SEATING.**

### Reservation Deposit Amounts

**If your guests are paying individually through our online system your deposit is: \$75.00.** Your reservation deposit 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.**

### Cancellation Policy/Refund

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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 RESERVATION 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 full  Guest Pay Individually  Host Pays Partial

All Notes to be added to reservation system: \_\_\_\_\_  
\_\_\_\_\_

