



Kids Private Art Party Contract

This contract assumes an agreement between Art Center of the Bluegrass, Inc., and the person(s) or business seeking to reserve space in the Art Center building for private events, meetings, or social gatherings.

CONTACT INFORMATION

Name(s) _____ Organization _____

Address _____

Email _____ Cell Phone _____

EVENT INFORMATION

Description of event _____

Name of Child is celebrating Birthday _____ Age _____

Date of event _____ Event start/end times _____
(Must end by midnight)

Person in charge during the event: _____ Cell # _____

All parties require payment for a minimum of 10 participants to book.

Please put an "X" by the party you are interested in. Only select 1

Art Parties for Ages 3 – 6 Years

90 Minute Party

___ **Free Paint 8x10 Canvas:** \$150 minimum for 10 kids | \$15 for each additional child

___ **Play Dough:** \$150 minimum for 10 kids | \$15 for each additional child

___ **Fairy Houses & Wands:** \$150 minimum for 10 kids | \$15 for each additional child

___ **Paint Clay Figurines:** \$200 minimum for 10 kids | \$20 for each additional child

Art Parties for Ages 7 Years +

90 Minute Party

- ___ **Free Paint 8x10 Canvas:** \$150 minimum for 10 kids | \$15 for each additional child
- ___ **Free Paint 11 x 14 Canvas:** \$200 minimum for 10 kids | \$20 for each additional child
- ___ **Guided Painting 11 x 14 Canvas:** \$250 minimum for 10 kids | \$25 for each additional child
- ___ **Handbuilding w/ Clay:** \$250 minimum for 10 kids | \$25 for each additional child
- ___ **Slime/Potions:** \$200 minimum for 10 kids | \$20 for each additional child
- ___ **Paint Your Own Pottery:** \$200 minimum for 10 kids | \$20+ for each additional child

Art Parties for Ages 12 Years +

90 Minutes (unless noted otherwise)

- ___ **Free Paint 11 x 14 Canvas:** \$200 minimum for 10 kids | \$20 for each additional child
- ___ **Free Paint 16 x 20 Canvas:** \$300 minimum for 10 kids | \$30 for each additional child
(16x20 Canvas is a 2-Hour Party)
- ___ **Guided Painting 11 x 14 Canvas:** \$250 minimum for 10 kids | \$25 for each additional child
- ___ **Guided Painting 16 x 20 Canvas:** \$350 minimum for 10 kids | \$35 for each additional child
(Instructor-led 16x20 Canvas is a 2-Hour Party)
- ___ **Hand-Building with Clay:** \$250 minimum for 10 kids | \$25 for each additional child
- ___ **Paint Your Own Pottery:** \$200 minimum for 10 kids | \$20 for each additional child

The amount for the 10-person minimum is due upon booking.

Additional Balances: Any balance due beyond the minimum number of participants must be settled at the party.

Pottery Selection: Guests can choose from a variety of pottery items.

Special Orders: If everyone in your group wants to glaze the same item, special orders are available. To place a special order, the balance must be paid in full.

Timeline for Special Orders: Special orders must be received within 3 weeks of the party.

Pickup: Ceramics painted with acrylic paint can go home with party guests' same day! Glazed projects are clear dipped then kiln fired. Typically, ready to pick up within 2 weeks of party. Must be picked up within 30 days.

Available Days & Times

Friday:

6 pm – 7:30 pm | 90-minute Party

7 pm – 9 pm | 2-hour Party

Saturday:

10 am – 11:30 am | 90-minute Party

10 am – 12 pm | 2-hour Party

1 pm – 2:30 pm | 90-minute Party

1 pm – 3 pm | 2-hour Party

3:30 pm – 5 pm | 90-minute Party

4 pm – 6 pm | 2-hour Party

6 pm – 7:30 pm | 90-minute Party

6 pm – 8 pm | 2-hour Party

Sunday:

1 pm – 2:30 pm | 90-minute Party

1 pm – 3 pm | 2-hour Party

3:30 pm – 5 pm | 90-minute Party

4 pm – 6 pm | 2-hour Party

All parties include the use of space, instructor/party host to assist painting, all materials/supplies for the art project selected, and a fun, creative space.

You will have 15 minutes before the painting begins to set up any food, drink, decorations etc., and 15 minutes after painting for party clean-up of any trash, food, outside décor brought in, and other items. All trash must be placed into the trash cans. We take care of the art clean-up!

Number of participants _____ X \$ _____ = _____

Number of participants added after the contract _____ X \$ _____ = _____

Food & Beverage Options

Select from our new add on options:

Individual Charcuterie Box: _____ X \$13 _____ = _____

Individual Sweets Box: _____ X \$10 _____ = _____

Birthday Cake (made by Murrini.) _____ X \$35 _____ = _____

TOTAL = _____

Birthday Cake Information:

6-inch round serves 10 guests. Circle One: Chocolate Vanilla Confetti

Message on cake:

Color of writing & cake border:

No outside food or drink of any kind is permitted to be brought onto the property. Please contact us for any allergy concerns.

Total Amount Due \$ _____

Total Amount Due at Time of Contract \$ _____ Day of Event \$ _____

PAYMENT INFORMATION

Please provide credit card information below:

Name on card

Zip code for billing address

Credit card number

Expiration

CVS Code

We need a credit card on file for deposit purposes.

I have read the Art Center's Rental Policy and Guidelines:

Responsible Renting Party

Date

Acknowledged by the Art Center of the Bluegrass _____



Rental Policy Regulations

General Specifications

- Art Center personnel will be on the premises during the event to protect the interests of the organization, including its exhibited artwork and the respectful use of the building and to answer questions.
- Unless specifically stated in the contract, the Art Center remains open to the public during regular business hours.
- Only those Art Center rooms specified in the contract will be available to patrons or their guests.
- Serving and consumption of alcoholic beverages must comply with state laws and local ordinances. The Art Center will not be held responsible for violations of these laws and ordinances.
- No outside alcohol allowed on the premises.
- No outside food or drink of any kind is permitted to be brought onto the property. Water will be offered at no additional charge. Please contact us for any allergy concerns.
- It is the responsibility of the renting party to communicate these Art Center regulations to all guests or members of the organization and to the personnel of all hired services.
- The user is legally and financially responsible for the theft of or damage to any artifact including but not restricted to the artistic displays and to the building itself, caused by the user, their employees, agents, guests or persons under their control or supervision. If suit must be brought to enforce any provision of this agreement all parties renting agree to pay attorney fees, cost, and interest. All physical barriers in the Art Center will be respected.
- All exterior decorations must be preapproved by the Art Center.
- No partisan political signage is permitted outdoors.
- All events must end by midnight.

Prohibitions

- In accordance with the City of Danville laws, smoking is not allowed in any part of the Art Center building.
- Cooking is not allowed inside the building beyond the use of a microwave oven or a catering warming oven.
- Use of smoke machines or any pyrotechnics inside the building is prohibited. The renting party will pay any expenses related to damage of facility, property or artifacts caused by such items.
- No open flames (exception: candles on a birthday cake.)

Payments and Fees

- Fees are charged by the hour for use of specific spaces. **Hourly rates begin with setting up for the event and end with breaking down and exiting the premises.**
- The date is not reserved until the deposit is received. This deposit is non-refundable.
- Patrons will be charged for replacement or repair of all damage to the building or to any equipment, furnishings or artwork caused by any person participating in, or providing services or goods for the event incurred during the event or during set up and break down maneuvers.
- **If an event exceeds the times recorded on the contract, the first hour in excess will be charged \$50 per hour.**
- If the Art Center is unable to provide the facilities for use because of a reason beyond its control, the Center and user are excused from contract, and the Center will refund all amounts previously paid by the user.

Other

- The user shall hold neither the Art Center or the Art Center Board of Directors nor its employees or volunteers responsible or accountable for any accidents, damages, including but not restricted to consequential damages, injuries, thefts or acts of vandalism which may occur before, during or after the event.
- It is understood that the renting party's program content and its guest list are specifically those of the renting party. In no way, explicit or implied, should the event be viewed as an endorsement of the Art Center, its staff, or its board of directors. The views and opinions of the renter are respected but may not imply those of the Art Center.
- Unless agreed upon in writing, all use of the Art Center's name or likeness in advertising and promoting this event is strictly as a venue and destination. In no way should the Art Center be included in presenting or sponsoring the event unless agreed upon in writing.