



Adult Private Art/Tea Party Contract

This contract assumes an agreement between the 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 _____

Date of event _____ event start/end times _____

Person in charge during the event: _____ Cell # _____

CHOOSE YOUR PARTY

All parties require payment for a minimum of 10 participants to book and is due upon booking.

Please put an "X" by the party you are interested in: Select only 1.

Guided Canvas

A skilled instructor will teach your group a step-by-step painting.

_____ \$35 a person for a 2-hour party

_____ \$45 per person for a 3-hour party

Canvas Selection: A staff member will help you choose from a selection of paintings available. Canvas sizes up to 16x20 will be selected based on the type of painting and time frame allotted.

Wooden Door Hangers:

Guests select from a variety of door hangers. Special orders are available upon request.

_____ \$45 per person 2 hours

_____ \$55 per person for 3 hours

If everyone in your group wants to paint the same item, special orders are available. To place a special order, the balance must be paid in full. Special orders must be received within 3 weeks of the party.

Paint Your Own Pottery

Guests choose from a variety of pottery projects to glaze.

_____ \$20 per person minimum for 1 ½ hours

_____ \$25 per person minimum for 2 hours

If everyone in your group wants the same item, special orders are available. To place a special order, the balance must be paid in full. Special orders must be received within 3 weeks of the party. 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 the party. Must be picked up within 30 days.

Open Studio Party

Guests choose from a variety of projects available in the Open Studio: Canvas, Seasonal Projects, Pottery, Door Hangers, and more!

_____ \$25 per person for 2 hours

The pricing for your event will be determined based on the projects chosen on the day of the party and additional payment might be due.

Tea at Murrini

12 person minimum / 20 person maximum

_____ \$35 per person for 90 minutes

Includes full tea service. Champagne, wine, & other libations available for purchase at the party. Teas are only available on Tuesdays at Noon or 2:30pm

PARTY INFORMATION

The amount for the 10-person minimum (12-person minimum for teas) is due upon booking.

The full amount for cake, cupcakes, and snack boxes is due at the time of placing the order.

Additional Balances: any balance due beyond the minimum number of participants must be settled on 5 days prior to the party (or with open studio there may be some price additions the day of the party.

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

You will have 15 minutes before the painting begins to set up, 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!

The minimum payment is due upon booking. Any remaining balance is to be paid on the day of the party or at least 3 weeks prior, in the case of special orders.

AVAILABLE DAYS & TIMES

Monday through Friday: Starting at 10:30 am and booking no later than 7 pm

Saturday: Starting at 6 pm and booking no later than 7 pm

Sunday: Starting at 1 pm and booking no later than 6 pm

Please contact us for specific dates and times!

*Teas are only available on Tuesdays at Noon or 2:30pm

TOTAL AMOUNT OWED AT TIME OF CONTRACT

Number of participants _____ X \$ _____ = _____

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

CHOOSE A FOOD/DRINK ADD-ON

Select from our new add on options:

Snack Box: _____ X \$10 = _____
(cheese, salami, crackers, grapes, dried fruit, sweets)

6" Birthday Cake (made by Murrini. Serves up to 10) _____ X \$35 = _____

8" Birthday Cake (made by Murrini. Serves up to 32) _____ X \$50 = _____

Dozen Cupcakes (made by Murrini.) _____ X \$32 = _____

SUBTOTAL = _____

6% KY SALES TAX= _____

TOTAL = _____

PAYMENT INFORMATION

Please bring in a check with this application or provide credit card information below:

There is a 3% Credit Card service charge for all cards.

Name on card	Zip Code	
Credit card number	Expiration	CVS Code

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

Responsible Renting Party	Date
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Acknowledged by the Art Center of the Bluegrass _____

RENTAL 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. Must be 21 years of age or older to consume alcohol. The Art Center will not be held responsible for violations of these laws and ordinances.
- **No outside alcohol is allowed on the premises.**
- 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.

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

- **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.

For Staff Use Only

Number of participants _____ X \$ _____ = _____

Extra time added for event _____ X \$ _____ = _____

Private Event Art Party Subtotal = _____

Tax 6% = _____

Credit Card Service Charge 3% (if applicable) = _____

Private Event Art Party Minimum Total (due upon booking) = _____

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

Extra time added for event after the contract _____ X \$ _____ = _____

Private Event Art Party Subtotal = _____

Tax 6% = _____

Credit Card Service Charge 3% (if applicable) = _____

Total = _____

Murrini Food & Beverage Options

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

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

6" Birthday Cake (made by Murrini. Serves 10) _____ X \$35 _____ = _____

8" Birthday Cake (made by Murrini. Serves 32) _____ X \$50 _____ = _____

Dozen Cupcakes (made by Murrini. Order by the dozen) _____ X \$32 _____ = _____

Private Event Murrini Subtotal = _____

Tax 6% = _____

Credit Card Service Charge 3% (if applicable) = _____

Total = _____

Party Total Including Private Art Event and Murrini = _____