



Kids Private 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 _____

Name of child celebrating birthday _____ Age _____

Date of event _____ Event start/end times _____

Person in charge during the event: _____ Cell # _____

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

CHOOSE YOUR PARTY

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

Art Parties for Ages 3 to 11 Years Old

90 Minute Party

___ **Paint Your Own Pottery Party Pals:** \$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

___ **Custom Art Parties:** Available Upon Request (ex. Play dough, fairy house, superhero)

Art Parties for Ages 12 Years +

90 Minute Party

___ **Paint Your Own Pottery:** \$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

___ **Hand-Building with Clay:** \$250 minimum for 10 kids | \$25 for each additional child

___ **Custom Art Parties** Available Upon Request (ex. open studio, sticker art, mosaics)

Tea Parties for Ages 6 Years +

60 Minute Party

90 Minute Party with Art Project Add-on

___ **Tea Party:** \$200 minimum for 10 kids | \$20 for each additional child

___ **Art Project Add-On:** \$10 for each child. Select from the following:

___ **Paint Your Own Pottery:** Choose from a set selection of pottery or Party Pal Figurines.

___ **Free Paint 8x10 Canvas**

___ **Custom Project:** With staff approval, additional charges may apply.

_____ X \$ _____ = \$ _____
Number of Participants Party Fee Total

CHOOSE A FOOD ADD-ON

You can choose from one of these options offered by Murrini Café:

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 = _____

Birthday Cake and Cupcake Information:

Circle One: Chocolate Vanilla Confetti Color of writing & cake border (One color only):

Message on Cake:

Please contact us for any allergy concerns.

TOTAL AMOUNT OWED at TIME of CONTRACT

Total Amount Owed for Food Add On \$ _____

Total Amount Owed for Party \$ _____

6% KY Sales Tax \$ _____

TOTAL: \$ _____

EXTRA KIDS ADDED AFTER CONTRACT

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

Food Add-On After Contract _____ X \$ _____ = \$ _____

Subtotal \$ _____

6% 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

PARTY INFORMATION

The amount for the 10-person minimum is due upon booking. The full amount for cake, cupcakes, and snack boxes is due at the time of placing the order.

Any balance due beyond the minimum number of participants must be settled 5 days prior to the party.

Pottery Selection: Guests can choose from a variety of pottery items. 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. 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 the party. Must be picked up within 30 days.

Tea: children will choose from Blueberry Tea and Vanilla Rooibos (both caffeine-free). Trays include savories and sandwiches such as turkey and cheese and strawberry and cream cheese, vanilla bean scones, clotted cream or butter and jam, and bite-sized desserts. Please note: The menu rotates seasonally, and offerings can vary.

All parties include the use of the Art Lab, instructor/party host to run the art activities and tea activities, all materials/supplies for the art project/tea, and a fun, creative play space.

You will have 15 minutes before the party begins to set up with decorations etc...and 15 minutes after the party for 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!

With a 90-minute party, there is time for the art activity (which takes place first,) cake, and opening presents.

Outside food and drinks are allowed. No outside alcohol allowed on the premises. Drinks can be purchased during the hours Murrini Café is open. Make sure to bring your own items for the party, such as table coverings for food or cake, paper products, plastic ware, cutting and serving tools for the cake, candles/lighter. The Art Center does not provide these items.

AVAILABLE DAYS & TIMES

Available Days & Times for Art Parties

Friday:

4 pm – 5:30 pm | 90-minute Party

6 pm – 7:30 pm | 90-minute Party

Saturday:

10 am – 11:30 am | 90-minute Party

1 pm – 2:30 pm | 90-minute Party

3:30 pm – 5 pm | 90-minute Party

6 pm – 7:30 pm | 90-minute Party

Sunday:

1 pm – 2:30 pm | 90-minute Party

3:30 pm – 5 pm | 90-minute Party

Available Days & Times for Tea Parties

Saturday:

11 am – 12:00 pm | 60-minute Party

11 am – 12:30 pm | 90-minute Party

1 pm – 2:00 pm | 60-minute Party

1 pm – 2:30 pm | 90-minute Party

3:00 pm – 4 pm | 60-minute Party

3:30 pm – 5 pm | 90-minute Party

6:00 pm – 7 pm | 60-minute Party

5:30 pm – 7:00 pm | 90-minute Party

Sunday:

11:00 am – 12 pm | 60-minute Party

11 am – 12:30 pm | 90-minute Party

1:00 pm – 2 pm | 60-minute Party

1:00 pm – 2:30 pm | 90-minute Party

3:00 pm – 4 pm | 60-minute Party

3:00 pm – 4:30 pm | 90-minute Party

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. The Art Center will not be held responsible for violations of these laws and ordinances. No outside alcohol 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 pre approved 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.
- 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.)
- 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 setup and break down maneuvers.
- **If an event exceeds the times recorded on the contract, the first 30 minutes will be charged \$30 and an 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.

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

Responsible Renting Party

Date

Acknowledged by the Art Center of the Bluegrass _____

For Staff Use Only

Number of participants _____ X \$ _____ = _____

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

Private Event Art Subtotal = _____

Tax 6% = _____

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

Total = _____

Murrini Food & Beverage Options

Snack 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 = _____

Tea Party _____ X \$20 = _____

Private Event Murrini Subtotal = _____

Tax 6% = _____

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

Total = _____

Party Total Including Art and Murrini = _____