



Blue Door Studio Ceramic Event Contract

Parties can be scheduled by appointment for Saturdays or Sunday date. To reserve your party, please carefully read over and complete this contract and submit it along with your \$50.00 nonrefundable deposit. We invite you to ask any questions or provide any special requests at least one week prior to the day of the party.

Contact Name: _____ Phone Number: _____

Email Address: _____ Ceramic Theme: _____

Party Date: _____ Party Time: _____ # of Guests: _____

Party Includes:

- Glazing lesson with a ceramic figure
- *Paper goods, food (please do not bring ice cream cakes), and drinks must be supplied by party person.*

Party Schedule:

- Guests will arrive and receive an apron.
- Teacher demonstration of glazing project. Students will glaze their projects on tabletop.
- Group photo in front of art Gallery Wall as food is being set up in the appropriate area.
- Food deliveries should arrive approximately an hour into the party time.
- *Noise makers of any kind are not allowed at studio.*
- Thank you and feel free to contact us with additional questions!

Party Policies:

1. **Contract:** A contract must be completed by the party person and delivered to the studio, via email or postal service, 1 week prior to the party. The painting theme must be decided at this time.
2. **Non-Refundable Deposit:** Parties require a \$50 deposit to reserve the date and time with the remaining balance due on the day of the party. Nonrefundable deposits can be applied to another party or art class if it is held within one month of your originally scheduled party date (availability permitting).
3. **Party Rates:** Rate TBD, starting at \$50 per guest (prices vary according to selected design)
4. **Staff Gratuity:** Gratuity for our staff is only accepted as cash, please plan accordingly.
5. **Additional Time:** Each additional half hour following the allotted 2-hour time of the party is \$50.00.
6. **Custom Party Activities:** Additional customized party activities requested as part of the party are a \$25 additional charge to the total of the party
7. **Additional Guests:** Each additional guest costs \$10.00 (*exceeding 10 guests*). Final count of guests must be given the day before the party/event. Rate must be paid the day of the party/event due to materials and hired employee plans made according to the given guest count.

8. **Food Provisions:** You must provide all food and if desired, decorations (*no ice cream cakes please*). We recommend pizza, chips, juice boxes/waters, and cake. Time is limited and extra foods may cause an overtime fee.
9. **Paper Goods:** You must provide paper plates, cups, forks, spoons, and napkins.
10. **Gifts:** Gifts are not to be opened in the studio.
11. **Please Note:** Alcohol is not permitted during this event.
12. **Payment:** All payments are due at the close of the paint party. *The price of the party is subject to change based on additional guests, and/or additional time.*

Release: *It is understood and agreed that I will abide by the Blue Door Studio Party Policies set forth herein and further that I will assume responsibility for any and all hazards and liability of any kind or nature including without limitation, food allergies on behalf of myself and all of the guests participating in the party and hereby waive, release and hold harmless Blue Door Studio, its affiliates, other participants, and sponsoring agencies from and against any and all claims, injuries, liabilities or damages arising out of or related to participation in the Blue Door Studio Birthday Party Event. The terms shall serve as release and assumption of risk and is binding on my, heirs, executor and administrator and all family and guests.* **Initials:** _____

Party Person's Name (please print): _____
(First) (Middle) (Last)

Party Person's Signature: _____ Date: _____

Please mail or drop off your completed contract (and \$50.00 deposit if you are paying by check) to the address listed below. We will contact you soon to confirm that we have received your contract. We look forward to celebrating with you!

Blue Door Studio

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www.bluedoorartstudio.com