



Guided Private Party Event Agreement

Paint and Wine Corvallis
946 NW Circle Blvd.
Corvallis, OR 97330

Guided Private Parties include an artist to teach a guided lesson and server(s) to help with set up, clean up and serving of products, snacks and beverages as needed during the event. Servers have an OLCC serving license and are responsible for checking identification of any patrons who drink alcoholic beverages during an event.

Please read through this agreement. Please read and initial statements, fill out blanks with appropriate information and sign/date at the end. You may return this agreement in person, by US Mail or by email. We do not have a fax machine.

CHECK APPROPRIATE GUIDED PARTY EVENT:

KID'S PARTY: this event will last up to 2 hours and take place in the main painting room. Painting will be an 8x10 inch stretched canvas. **Cost is \$20 per painter plus deposit.**

ADULT PARTY: this event will last up to 3 hours and take place in the main painting room. Painting will be a 16X20 inch stretched canvas. **Cost is \$39 per painter plus deposit.**

FRONT AREA USE:

Daytime private parties will use our main painting area with our artist on the "stage" for instruction purposes. Our front area will still be available for drop in "paint your own pottery" during our open times of 11 am - 6/7 pm. Those front tables will need to stay clear of food/party items and be available for our drop in patrons. If you wish to reserve the entire building during the day we can negotiate an additional fee. The cost will depend on the time and length of your event. INT. _____

PAINTING CHOICE:

The painting choices will depend on the artist teaching the class and will be provided by Paint and Wine Corvallis. Painting must be chosen at least 48 hrs before the time of class. Patrons are always welcome to paint what they want, despite what is being taught but the artist will only teach one painting. Individuals who want a different palette of colors should make their wishes known before we fill palettes for class to reduce waste of paints. INT. _____

LONGER CLASS OR DIFFERENT PAINTING MEDIUM:

I understand that if I want activities or a painting that will cause class to be more than the allotted time indicated above, then I can negotiate a different price. The amount will depend on

the size of my group and how much time I would like to add. If this has already been negotiated, then an addendum to the the pay will be noted in this agreement. If our activities run over the day of class, we will pay an additional amount per person, per hour or any part of an hour, at a rate of \$5 per person. INT. _____

If we wish to use a different canvas size or different medium, that may also result in different costs and should be discussed before signing this agreement. INT. _____

NAME: _____

FULL MAILING ADDRESS:

EMAIL: _____

PHONE for the day of the event: _____

NUMBER OF PEOPLE ESTIMATED TO ATTEND: _____

Contact the day of the event: _____

Will this person be present at the event? Yes / No (circle one)

Event Date Requested: _____

Event Day of the Week: _____

Event Time Requested: _____

Is this event sponsored by a Business? Yes / No (circle one)

If Yes, Name of Business: _____

NON REFUNDABLE DEPOSIT:

An invoice for your deposit of \$40 will be emailed to you. I understand that my requested date and time are not secure until this deposit is made. This deposit is non refundable and non transferable within 2 months of our requested date and time. If, for any reason, Paint and Wine Corvallis must cancel or reschedule then my deposit will be refunded in full. INT. _____

MINIMUM CLASS SIZE AND PARTY PAYMENT:

For: Thursday/Friday, afternoon/evening or Saturday the minimum is 20 people.

For: Tuesday/Wednesday, afternoon/evening the minimum is 10 people.

For: Tuesday - Thursday, starting no later than 1:00 pm, the minimum is 10 people.

Please note that our hours and open enrollment classes are listed on the calendar. We cannot do a guided private party at the same time as an open enrollment party. At this time we are closed on Sunday and Monday and do not currently have artists available to teach on those days. We generally open at 11am Tuesday - Saturday. We will consider classes that start slightly earlier but please be understanding and generous to staff if you make this request.

I understand that I will pay for the minimum amount of people I have reserved for at the time of the party, whether they show up, painted or not. (Example: if 7 people show up, I will still pay for 10 people if that was the minimum required for the time and date I reserved.) If I have more than the minimum, I will pay the total amount due. (Example: 22 people paint, then I will pay for 22 people.) INT. _____

In addition to class and tab payments, I understand that artists and servers who are willing to work odd/limited hours and who still have a good attitude are difficult to find! I and/or my guests will be prepared to pay a gratuity of at least 10% at the time of the event. Gratuities are always greatly appreciated and are equally shared by the artist and servers unless you indicate otherwise. INT. _____

REFUNDABLE DEPOSIT:

If your guided private party is 20 or more people then there will be a \$100 refundable deposit required to reserve your requested date. An additional invoice will be emailed to you. This is IN ADDITION TO the non refundable deposit above. I understand that this deposit will not be refunded if I cancel my party within 2 months of my requested time and date. At the time my party is held the \$100 will be subtracted from my total due for the party. (Please see: MINIMUM CLASS SIZE AND PARTY PAYMENT above.) If, for any reason, Paint and Wine Corvallis must cancel or reschedule then my deposit will be refunded in full. This deposit MAYBE transferable to another date if I contact Paint and Wine Corvallis at least 45 days before my scheduled date and time. Reschedules are dependent on the artist and current Paint and Wine Corvallis calendar and are not guaranteed. INT. _____

FOOD:

Normally we ask that patrons do not bring in their own food and beverages when they attend our paint classes and drop in times but **as a Private Party group you are welcome to make, bring or cater in your own food and non alcoholic beverages for your special event!** We do have light, pre packaged snack foods and goodies available for purchase, if you wish to choose that route. (please see the website menu for choices)

Please indicate your choices below:

We will bring in our own food

If yes:

Our food will be catered

Our food will be potluck style or self brought

We will provide one 8' table for your food and beverages. If you need more tables we can likely arrange for that, depending on the size of your group. Please make sure we know ahead of class. If you are using a caterer, we CANNOT sign the credit card slip for you. Please arrange that ahead of time or be here when they arrive. Please do not have the caterer arrive more than 30 mins before your party starts. We recommend easy to eat finger foods for paint parties. PLEASE DO NOT BRING IN OR HAVE CATERED, ANY FOOD OR PRODUCTS WITH PEANUTS! We list ourselves as a peanut free facility on our website, thank you for helping us keep that promise. INT. _____

PLEASE NOTE – We DO NOT have silverware, cups or paper plates available for food or beverages. We DO have generic paper towels.

BEVERAGE INFORMATION:

We sell Pepsi (w/sugar), San Pellegrino, Diet Zevia, Seltzer water, Starbucks Mocha Frappuccino, Tea, Coffee, Hot Cider, Hot Chocolate, bottled water and organic juice pouches. We do have small quantities of all soft/hot drinks so please let us know if you need a lot of any one item.

House wine is \$5.00 per glass. At this time we have a lovely variety of 8 house wines available from Oregon wineries. In addition, we serve Oregon beer, mead & cider. (The selection is subject to change and available on the website menu.) In addition, we have white, red and sparkling wine available by the bottle to purchase and share (3 person minimum).

If you would like to bring your own wine there will be a \$15 per 750ml bottle corking fee. No larger formats or boxed wines allowed. This fee also applies towards large format beer, mead, cider bottles, or 6 packs of any sized beer, mead or cider. We will provide glasses and must be the ones to open and distribute alcohol of any kind. INT. _____

Partially empty bottles cannot go out the door at the end of the party, per OLCC rules with our limited on premise license. This applies whether you purchase the alcohol from us or bring your own. ANYONE who wishes to drink wine MUST have a CURRENT AND VALID I.D. with them. INT. _____

FOOD AND BEVERAGE TAB:

We will take orders before and during your party and start a tab that will be due at the end of the party. Please indicate how you would like this tab handled:

- I will pay for ALL drinks and snacks ordered during the party, please create one tab.
- I will pay for **non alcoholic drinks and snacks only**, please only put these items on my tab. Individual tabs will be created for those who wish to purchase alcohol.
- I will NOT pay for any tabs, except my own, please create separate tabs for each person at their request
- other: _____

CANCELLATION POLICY:

2 months or more - full refund of deposits made. See REFUNDABLE DEPOSIT and NON REFUNDABLE DEPOSIT sections above.

COMMENTS:

QUESTIONS: EMAIL: Brandie@PaintandWineCorvallis.com

Name: _____ Date: _____