



Paint Your Own Party Event Agreement

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

Paint Your Own Party events include a paint waitress who will help your group pick colors and brushes for their project. The paint waitress also helps 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 back party room.

Cost is \$12 per painter PLUS \$20 use fee. Choose medium for whole group:

Canvas - 8x10

Wooden Frame

Kid's Bisque - each guest chooses one item from our "kid's bisque" selection (guests CAN choose to pay an "up charge" for items that are not included in the "kid's bisque" selection but they must still finish in the 2 hr time frame. For all guests, returning to finish a piece at another time will result in a \$4 studio fee, per visit)

ADULT PARTY: this event will last up to 3 hours and take place in the back party room.

Cost is \$29 per painter PLUS \$20 use fee. Choose medium for whole group:

Canvas - 16x20 or smaller - guests may choose different sizes as available

Two wine glasses or beer mugs - guests may mix and match

Bisque - each guest can choose a single part bisque piece from our party selection (guests CAN choose to pay an "up charge" for items that are not included in the selection but they must still finish in the 3 hr time frame. For all guests, returning to finish a piece at another time will result in a \$4 studio fee, per visit)

NON REFUNDABLE DEPOSIT:

An invoice for your deposit of \$20 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. _____

PARTY ROOM USE:

Party room use includes a generic table cloth on the gift and painting tables and some colorful streamers on the ceiling, the rest of the decorations can be purchased and brought in by your group. Please be aware that use of the back party room does not exclude other customers or parties from happening in the rest of the studio. Also, the Zumba studio is next door and sometimes you can hear their latin vibes music! Have fun with it and dance a bit. Our front areas will still be available for drop in paint your own projects during our open times of 11 am - 6/7 pm. Those front areas 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. _____

LONGER PARTY OVERAGE CHARGES:

I understand that if I have activities that will cause my party to be more than the allotted time indicated above, then I can choose to pay a different price.

The overage charges are:

Kids Party: additional \$3 per person, per hour or any part of an hour

Adult Party: additional \$5 per person, per hour or any part of an hour

This amount will be due at the close of the party whether negotiated in advance or not. (We do allow 30 minutes before your party for set up & food delivery and 15 minutes after your party for clean up time.) 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: _____

PARTY SIZE:

The party room can accommodate up to 8 painters (10 painters with some room restrictions). The minimum size to book a party is 6 painters. Please note that while we do need some adults to stay, if you have 10 painters, there may not be room for all adults to stay and watch and there will only be room for one additional table to hold gifts and cake. If the rest of our studio is unused, they are welcome to hang out up front, maybe sit on the couch and relax.

PAINT YOUR OWN PARTIES LARGER THAN 10 PEOPLE:

If you wish to have an unguided paint time with more than 10 people then you can reserve, in advance, our main studio painting area. This reservation will require an additional \$100 refundable deposit. Prices will be dependent on the time, date and size of your group. This type of reservation will depend on our calendar schedule and management approval. Please email brandie@PaintandWineCorvallis.com to share your ideas and get more information. Do not sign this agreement until it has been modified to your needs.

PARTY PAYMENT:

I understand that I will pay for the minimum amount of people I have reserved for at the close of the party, whether they show up, painted or not. (Example: if 5 people show up, I will still pay for 6 people.) If I have more than the minimum, I will pay the total amount due. (Example: 10 people paint, then I will pay for 10 people.) Any "up charges" or "overage time" will also be paid at the close of the party. INT. _____

In addition to class and tab payments, I understand that 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 those who serve your party unless you indicate otherwise. 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 4' table for your food, beverages and gifts. If you need more tables we can likely arrange for that, depending on the size and time of your party. 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 that are brought in. 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.

COMMENTS:

QUESTIONS: EMAIL: Brandie@PaintandWineCorvallis.com

Name: _____ Date: _____