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Services Provided by Studio West Gallery (SWG) for the Event Organizer (EO)

1. SWG will host your event at our studio location or your own Off Site location.
2. SWG will provide an Entertainer/Artist to host a Paint Party and guide your guests.
3. For events with 15+ guests, SWG will assign additional Assistants to the event.
4. SWG will provide all art resources required for the event.
5. SWG will provide an online registration system for ticket purchases.
6. SWG will setup/breakdown all art materials needed for our events.

Private Party Time Slots (Studio Events only)

2 Hour Event	3 Hour Event
12-2 PM	12-3 PM
3 – 5 PM	3-6 PM
3:30-5:30 PM	
7-9 PM	7-10 PM
10 PM-12 AM*	10 PM-1 AM*

* PARTIES AFTER 10 PM add a Late Party Fee of \$50

The Event

Req Date/Time * _____
(PREFERRED Date/Time ex 9/9/13, 6-9 PM) (2nd Choice for Date/Time) (3rd Choice for Date/Time)
 Requested dates are **FIRST COME, FIRST SERVED**. Contracts submitted within 72 hours of the event will be charged a **\$25 RUSH Fee**.

Name of Event * _____ Maturity Rating * _____
(Typically something like Lindsay's Bachelorette Party, or Gina's Girl's Night Out) (i.e. G, PG, R, X. We tailor our humor to match!)

Event Password * _____ # of Guests * _____ Requested Artist _____
(REQUIRED for tickets, it can be simple) (10 guest minimum required. Failure to reach minimum #s require the charge of the difference in tickets to the CC on file.)

Event Fees * (select one of the class types below) **Event Description** (seen by your guests when buying tickets online)

Service	Details	Fees
<input type="checkbox"/> 2hr Canvas Painting	Step by step instruction on a 2hr painting	\$35/person
<input type="checkbox"/> 2hr Glass Painting	DIY instruction for 2 pieces per painter	\$25/person
<input type="checkbox"/> 3hr Canvas Painting	Step by step instruction on a 3hr painting	\$45/person
<input type="checkbox"/> 2hr Kids Painting	Step by step instruction on a 2hr painting	\$25/person
<input type="checkbox"/> Specialty (list below)*	Varies based off selection	Varies

* Specialty Classes require pre-sketching. Specialty Event Types include Paint your Pet, Collaborative Collage, Musical Chairs & Custom Events.

NOTE Coupons & Vouchers for individual classes are not valid for Private Parties. **Add On Time** in addition to that listed is billed at **\$50 per 1/2 (half) hour**.

These fees can be paid by you or your guests via our website (with the password).

Select a Painting for your Event

Name of Painting _____
 NOTE Select your painting at studiowestgallery.org/sw-events/paint-party-gallery **NOTE: 3 Hour paintings REQUIRE a 3 Hour event.**

Special or Optional Party Information (usually does not apply)

Custom Painting

Our artists can create a custom painting for your event, based on your specs. This could be a company logo, photograph, or whatever you desire. Please note that extremely complex subjects may be impossible for a 2 or 3 hour class. Contact us at (810) 534-6110 to discuss the possibilities with our staff.

Would you like a custom painting for your event? YES / NO (if NO, skip to **Standard Painting**)

- A **Custom Art Fee** of **\$50-100** (the cost varies by the intended art's subject/complexity) will be charged during event setup and includes up to 3 artist revisions. This fee is non-refundable. Additional revisions are charged at **\$25 each**.

Off-Site Location 15 GUEST MINIMUM! Travel Fees are determined by distance from our studio. 1-30 Miles = \$25 31 Miles + = plus \$1 per mile over 30

- Off Site Events have a 15 guest minimum. You may choose to host an event with the less than 15 attendees but must pay for all 15 tickets.
- It is the **event organizer's** (i.e. your) responsibility to book a third party venue, although we can provide some suggestions

Location/Venue Name _____

Event Address _____

NOTE: We require adequate seating and table space to conduct our events.

Please SUBMIT your completed contract to SWINFO@STUDIOWESTGALLERY.ORG or fax: (810) 227-1344

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Event Organizer

Contact Person * _____

Contact Email * _____

Daytime Phone # * _____ Cell Phone # _____

Credit Card Information

Name on Credit Card * _____

Credit Card Number * _____

Type of Card (Visa/etc.) * _____ Expiration Date of Card * _____ CVS Code (on back) * _____

Billing Address for Card * _____

Billing City for Card * _____ State * _____ Zip Code * _____

Setup Fee

SWG will charge your card a deposit fee of **\$100** for a 2 hour Event and **\$140** for a 3 hour Event, this will cover the first 4 tickets to your Event (\$40 off standard Event pricing). SWG will also charge any applicable **Travel, Custom Art, Add-On Time & RUSH** Fees. SWG also reserves the right to charge for reimbursement against damages by guests & failure to meet minimum guest counts after your Event has concluded.

The Setup Fee is non-refundable and non-transferable.

Guest 1 * _____ Guest 2 * _____

Guest 3 * _____ Guest 4 * _____

If you wish, you may elect to have us charge ALL tickets for your event.

Should we charge ALL tickets to the Credit Card? YES / NO Total # of tickets to purchase _____ (list attendee names on page 4)
NOTE If you wish to pay cash (instead of a CC), then ALL Fees (including tickets) must be paid in CASH at our studio when the contract is submitted.

Our artist greatly appreciate tips. If your group received superior service, please consider tipping your instructor. Credit card or cash options available.

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Cancellation & Rescheduling Policy

Despite the best intentions, we understand that unforeseen events can arise, so please let us know immediately! You may opt to reschedule your Private Party Event with 7+ days advance notice at no charge. Should you choose to reschedule your Event within 2-6 days of the Event, the Setup Fee will be forfeited, but we will provide reschedule vouchers for any additional tickets. Within 48 hours of the Event, all tickets and fees will be forfeited.

Indemnity

Except for gross negligence or willful misconduct by SWG or its artists or assistants, the Event Organizer hereby agrees to fully indemnify, hold harmless, release from liability, and defend SWG and its directors, officers, employees, agents, and affiliates from and against any and all actual or perceived claims, demands, actions, damages, losses, personal injuries which arise from or relate to your Event. Except for gross negligence or willful misconduct by SWG or its artists or assistants, the Event Organizer hereby accepts full and complete responsibility for losses, damages, and injuries to the SWG studio or off-site Event location, including damage to property and equipment, and injuries to Event guests and other persons, which arise from or relate to your Event.

Alcohol & Food

Alcohol and Food are permitted at your Event in accordance with Michigan State Liquor Law and the Liquor Control Board, with the following stipulations:

1. BYOB alcohol & food is allowed within the premises of our SWG studio, but SWG may terminate alcohol consumption at any time at our discretion.
2. For Events hosted at off-site locations contracted by the Event Organizer, the Event Organizer is responsible for obtaining service from the location.
3. For Events at bars and restaurants, all alcohol and food MUST be purchased from the venue. Birthday cakes are a possible exception (but check first).
4. The Event Organizer hereby agrees to accept any and all liability whatsoever for: (1) the provision and consumption of alcohol by any and all Event guests and; (2) any and all actions, circumstances, damages, injuries that may occur related to the consumption of alcohol. The Event Organizer further assures that no open containers of any alcoholic substance shall leave the Event premises, and hereby accepts any and all liability related to same.
5. No under-age drinking is permitted under any circumstances. If it is discovered that anyone under the legal consumption age has consumed any alcoholic substance, the Event shall be immediately terminated and no monies shall be refunded to the Event Organizer or guests.
6. Food should be kept limited to finger food, appetizers, and hors d'oeuvres (nothing that would require silverware, with the exception of cakes and similar items). If you wish a more robust meal service, please purchase **Add-On Time** (at \$50 per half hour) to accommodate the necessary time to eat.
7. Napkins, utensils, cups, small plates, bottle openers, wine openers are provided free at the SWG studio location.

To signify your agreement with our terms, please sign below.

Event Organizer Signature *

Print Event Organizer Name *

Date *

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Additional Attendees (usually does not apply, only complete if you wish to charge ALL of your tickets to the Credit Card on file. Guests 1-4 are on page 2.

Guest 5 _____	Guest 6 _____
Guest 7 _____	Guest 8 _____
Guest 9 _____	Guest 10 _____
Guest 11 _____	Guest 12 _____
Guest 13 _____	Guest 14 _____
Guest 15 _____	Guest 16 _____
Guest 17 _____	Guest 18 _____
Guest 19 _____	Guest 20 _____
Guest 21 _____	Guest 22 _____
Guest 23 _____	Guest 24 _____
Guest 25 _____	Guest 26 _____
Guest 27 _____	Guest 28 _____
Guest 29 _____	Guest 30 _____
Guest 31 _____	Guest 32 _____
Guest 33 _____	Guest 34 _____
Guest 35 _____	Guest 36 _____
Guest 37 _____	Guest 38 _____
Guest 39 _____	Guest 40 _____
Guest 41 _____	Guest 42 _____

Should your event have more than 42 attendees, please submit them via email to swinfo@studiowestgallery.org.

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