



Gallery One Nonprofit Visual Arts Center
 408 N Pearl Street, Ellensburg, WA 98926
 509-925-2670
 www.gallery-one.org

Rental Agreement – ART PARTY

Cost: \$150 – base rate for up to 10 students, \$12.50 each additional student

We provide:

2 hours with a qualified instructor (ceramics, painting, collage or printmaking), all materials and kiln firing if appropriate. A gallery representative will contact you once clay creations are fired and ready to pick up.

You provide: Your own food, decorations, and other party supplies. Tables and chairs are available upon request from the gallery and set-up in the courtyard or Picasso Place gallery for food. Food cannot be served in the ceramics room. The renter is responsible for set-up, tear-down and clean-up of food items after the event. Instructor will clean-up the classroom, but may request assistance from students.

Rental Disclaimer and Policies:

Adult supervision of children under 18 is required for the duration of the event and children are not allowed to wander unattended in the exhibition area. We recommend one adult for every five children.

Cancellation Policy: Full payment for the event must be received as soon as the instructor and event date have been confirmed. Cancellations made more than two weeks prior to the event will receive a full refund of the deposit. Cancellations made less than two weeks before the event will be refunded 50% of the payment

Today's Date _____ Staff Contact _____

Printed Name _____

Address _____

Phone _____ Email _____

Event Date & Time _____ Type of Instruction _____ Theme? _____

Instructor Name: _____ Phone: _____

Base Rate	\$150
Additional Students	\$12.50 X _____ =
Total	Paid <input type="checkbox"/> Date: _____

NOTES: