



1. GUEST INFORMATION:

Date of Event:				
Desired Event Start Time:	Friday & Saturday:			
	<input type="checkbox"/>	11:00 AM (for 90-minute events only)	<input type="checkbox"/>	3:00 PM
	<input type="checkbox"/>	1:00 PM	<input type="checkbox"/>	6:00 PM / 6:30 PM / 7:00 PM (please circle one)
	Sunday:			
	<input type="checkbox"/>	11:00 AM (for 90-minute events only)	<input type="checkbox"/>	3:00 PM
	<input type="checkbox"/>	1:00 PM		
	Monday-Thursday:			
	Start times are flexible. Earliest start time: 11:00 AM; latest start time: 6:30 PM.			
	<input type="text" value="Desired Start Time"/>			
Guest of Honor Name:				
Estimated # of Guests:				
Host Name:				
Host Email:				
Host Phone:				

2. PARTY DETAILS:

- Each guest paints one 6x6" square stretched canvas which will then be given to the guest of honor to decorate the nursery as an ensemble piece. Guests may then paint 11x14" canvas board of their own to take home, accessing stencils if desired. This activity is "Open Studio" style, meaning that a hostess will facilitate the event, but painting will be self-guided vs. formally instructed.
- Pricing: \$40/guest; 12-person minimum
- Includes all art materials required, and aprons for guests to wear during the event
- Includes set-up and clean-up for the activity; a dedicated instructor and private room
- "Congratulations" banner displayed on the wall (depending on the event)
- Includes complimentary wine tastings of two wines (one red and one white; one tasting of each per guest) & take-home gourmet goody bags



3. ADDITIONAL OPTIONS: CHECK ALL THAT APPLY

Check to Add	Option	Price Per (not incl. tax)	Quantity
	Additional personalized apron	\$22	
	Upgrade to 11x14" stretched canvases	\$3	
	Upgrade to 16x20" canvases	\$6	
	Paper goods – party-themed cups, plates, napkins, utensils & tablecloths	\$2 per setting	
	Bottled water or fruit juices	\$1	
	Party room extension – 30 minutes	\$35	
	New commissioned subject – Kids' or adult painting (requires 2 weeks' advance notice; includes one round of review/edits)	\$75	

4. YOUR ROLE:

- Secure an event date with a 50% deposit.
- Select a project at least one week prior to your event, and confirm the total number of anticipated guests.
- Provide refreshments and paper products, as desired.
- Encourage guests to arrive 10 minutes early to ensure a prompt start to your event.

5. THE DAY OF YOUR EVENT:

- You may arrive 15 minutes early to set up your refreshments (optional). The event will wrap promptly at the scheduled end time to accommodate other events/classes that are held in the studio. If you wish to arrive earlier (or stay later), the studio may be rented at a rate of \$35 per 30 minutes.
- Party duration includes facilitated activities/instruction during the chosen activity, and 30 minutes for refreshments (as provided by the host).

6. POLICIES:

- **Reserving a date:** A 50% deposit on the base price of a party is required to hold a date. A party is not considered "booked" until both this "Party Registration & Agreement" form is signed and returned to The Art Station and a 50% deposit is received. (Deposits may be made in person or by phone via credit card or cash.)
- **Activity/subject changes:** The chosen activity/painting subject may be changed up to one week prior to the event, but may not be changed afterwards, as we prepare everything in advance.
- **Balances:** Balance is due on the day of the event. If you have any additional guests that day, we can just settle the balance at that time as well. We accept all major credit cards and cash payments.



2016 Party Registration & Agreement

Baby Shower

- **Size/accommodations:** Due to fire code restrictions, we can accommodate up to 35 total guests (including adults) in our Orange Studio, and 25 in our Blue Studio. Hallways must also be kept clear in compliance with fire code.
- **Participation capacity:** For toddler parties, up to 15 toddlers in Orange Studio, 12 in Blue; parties for children ages 5-13, up to 24 children; adult parties, 24 guests.
- **Changing Dates:** Reservation dates may be moved pending availability and a 14-day notice.
- **Cancellation policy:** We request a 14-day cancellation notice for a full refund. For cancellations made after that time, but within 3 days of the event, a studio credit in the amount of the deposit will be issued, less a non-refundable administrative fee of \$50. Deposits will be forfeited for cancellations made with less than 3 days' notice. Cancellation notices must be made in writing and may be sent via email to: info@theartstation.com
- **Alcohol policy:**
 - No outside alcohol is permitted, per VABC laws. Guests hosting a private event at the studio may BYOB if they apply for and secure a Banquet license from the VABC, which typically requires a two-week notice and \$55 application fee. You may apply for a license directly with VABC; please remember to bring a copy of your approved license with you to your private event: <http://www.abc.virginia.gov/licensing/banquet.htm#Banquet>
 - Guests must be 21 years of age to consume alcohol. Valid photo ID is required.
 - Events with complimentary wine-tastings include one tasting per wine per adult; generally two wines are tasted per event. Per VABC law, we are prohibited from providing more than one tasting per wine per guest; therefore, guests who do not wish to sample a wine may not transfer their tastings to another guest.
 - Wine-tasting events include complimentary one gourmet goody bag per guest. We are unable to offer substitutions for items within goody bags.

I acknowledge and agree to the policies stated within this party agreement:

(signature)

(printed name)

(date)

Next step: Please complete the attached form and email it to: info@theartstation.com . Upon receipt of this form, we will then send you an email to submit your deposit online to complete the registration process.

Thank you for choosing to host your event with The Art Station! We look forward to creating a memorable time for you and your guests!