**EVENT CONTRACT**

**FaceCapades** (www.robynsart.com)

Robyn Kulakowski, Artist and owner

Topsham, ME 04086

207-730-1988

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone/cell# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of event\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is the address to the event correct in Google Maps? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Artist will begin painting at \_\_\_\_\_\_ AM/ PM Artist will stop painting at \_\_\_\_\_\_ AM / PM

**SETUP** (please check each that applies):

\_\_\_ Client will provide table & 2 chairs

\_\_\_ Artist must bring table & 2 chairs

\_\_\_ Artist must bring complete outdoor 10’x10’ tent setup (There is an extra $20 fee for a 10’x10’ tent, table & chair set up package)

Is the party Indoor/Outdoor? \_\_\_\_\_\_\_\_\_\_\_\_

***Note:*** *If the party is outdoors, please have a shaded or protected area to set up*

*or request the tent, table & chair set up package.*

Age range of attendees\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approximate attendance/# of faces to paint \_\_\_\_\_\_\_\_

Guest of honor NAME & AGE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional notes/questions/requests \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Agreement Policy:**

- Face Painting in local area (20 or less miles away) - $100 per hour with a 1.5 Hour minimum.

- Face Painting requiring travel (Over 21 miles away) - $100 per hour with a 2 Hour minimum and 50₵ per mile.

- I can paint approximately 10 to 15 faces per hour depending on the intricacy of the designs that are chosen.

Be sure to book your time accordingly to avoid leaving anyone out. PLEASE do not ask me to disappoint any guests due to lack of time booked. Sometimes I may have an event booked right after yours and we may not be able to stay past stop time contracted here. If you exceed the time booked AND I am available to stay, it will be charged in half hour increments. Client will pay for the time booked plus overrun, even if Client has delayed the time we start the actual painting.

**Deposit**: A *non‐refundable* $50 deposit is due 14 days prior to event unless discussed with client beforehand and can be paid with a check, PayPal, or Venmo.

- The remaining amount and any additional charges are due on the day of the event.

- Client must pay for a minimum of 1.5 hours even if Client uses the Artist for less than 1.5 hours.

**Travel/setup/other fees:** Travel fees of 50 cents per mile will apply when the event is more than 20 miles from Topsham Maine.

- Should deposit check be returned, the event date is not secured until replacement deposit is received

in cash. Additionally, there is a $30 returned check fee.

**WEATHER (for outdoor events)**

The client agrees to provide an area with protection from extreme temperatures, sun, rain, snow and excessive wind. Client is responsible to provide an alternate indoor location in the event of inclement weather.

The client agrees to pay the full amount contracted even if inclement weather.

I do not offer security deposit refunds for inclement weather, but event can be rescheduled for another date based upon availability.

**CANCELLATIONS | REFUNDS | RESCHEDULE**

Should you need to reschedule your event, please do so at least 7 days prior and I will make every effort to meet your specific needs. If you need to cancel the event, your deposit is not refundable but may be applied to an event on a different date. If you book a date with me, I turn down other clients for that time slot ‐ this is why our deposits are not refundable.

**\*\*\***I am the sole artist of this business. Emergencies happen and/or I could get sick. If I have to cancel for any reason, I will make every effort to re-schedule and/or refund you your full deposit.

**LIABILITY STATEMENT**

While I use ONLY FDA approved cosmetic grade face painting supplies, I am not liable for allergic reactions to paints. People with skin allergies or sensitive skin should either not participate, or have me perform a patch test at the beginning of the party. Client understands that darker face paints will leave a faint stain that must be removed with mild soap, water and washcloth. For safety reasons, Artists will not paint children under 2 years old, unless parent agrees, or anyone who is unwilling. For sanitary reasons, I will not paint anyone who is or appears to be sick or suffering from cold sores, conjunctivitis, ringworm, sunburn, eczema, any infectious skin condition or open wounds. I will use reasonable care, but am not responsible for damage to clothing or property. The Client agrees to pay for any accidents or injuries caused by pets or guests, and/or any damage to my equipment or supplies caused by pets, lawn sprinklers, or guests. Under no circumstances will I supervise children. Their behavior and safety is the Client’s and/or Parents’ responsibility.

Thank you for taking the time to go through this contract. I want to show up and make your event a fun memorable one without question or worry. Thank you again for giving me the opportunity to share my love of face painting with you and your guests.

\_\_\_ I have *read, understand and accept the Liability Statement*, as well as the terms and details of this agreement.

Client Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\****Please make checks payable to*: **Robyn Kulakowski**