

Fantasy Artz

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 FantasyArtz.com

EVENT AGREEMENT & INVOICE

Contact Information:

Name	Email
Contact Phone #	**Cell Phone to Call Day of Event (*REQUIRED)

Date and Time:

EVENT DATE/s	Day/s of Week	Time Fantasy Artz to Start	<input type="checkbox"/> AM <input type="checkbox"/> PM	Time Fantasy Artz to Stop	<input type="checkbox"/> AM <input type="checkbox"/> PM
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Event Details:

Event Type (Birthday Party, Company Picnic, Baby Shower, Grand Opening, etc.)	Approximate # Number of Faces to be Painted (or other)
Guest of Honor Name (If Applicable)	Guest of Honor Age (**If a Child)
Theme, Logo, or Special Designs (If Applicable)	***If a Logo or Specific Design Please provide or attach to this

Services Requested:

Main Service Request	<input type="checkbox"/> Face Painting	<input type="checkbox"/> Club Makeup	<input type="checkbox"/> Feathers	Add-On Services	<input type="checkbox"/> Feathers	<input type="checkbox"/> Tattoos
Check ONLY ONE:	<input type="checkbox"/> Prenatal Art	<input type="checkbox"/> Body Art	<input type="checkbox"/> Tinsel	Check as many as wanted	<input type="checkbox"/> Tinsel	

Event Location:

EVENT Address
Fantasy Artz will perform services: <input type="checkbox"/> Indoors <i>***If Outdoors, please prepare an alternate location for inclement weather: Fantasy Artz can not perform services in rain, snow, direct sunlight, or other extremes. See Terms & Conditions for complete information</i>
Work Area <input type="checkbox"/> Client will provide table & 2 chairs <input type="checkbox"/> Fantasy Artz will bring outdoor tent/umbrella setup
Check ONE <input type="checkbox"/> Fantasy Artz will bring table & chairs <i>*additional setup and takedown time will be needed - *\$20.00 tent setup charge</i>

Parking:

Parking Instructions	Check ONE: <input type="checkbox"/> Driveway <input type="checkbox"/> Meter <input type="checkbox"/> Parallel Street <input type="checkbox"/> Parking Garage <input type="checkbox"/> Free Lot <input type="checkbox"/> Paid Lot
**Please provide space for artist/s to park. If permit/pass needed send it PRIOR to Event Date	Detailed Parking Instructions:

Payment Details:

Number of Hours Agreed	x	Price per Hour \$	x	Number of Artists	=	Subtotal \$
Total for Add-Ons \$	+	Travel Fuel, Tolls \$	+	Setup Fees (Tent) \$	=	Total Due \$
For Flat Rate Enter Here \$						Deposit \$
						Balance \$

Cash PayPal
 Credit Card Check
 Cash PayPal
 Credit Card Check

Terms and Conditions

FEES

Per Hour: Face Painting is charged per hour, "per artist" with a 1.5 hour minimum. One artist can paint approximately 10 to 15 faces per hour, depending upon the complexity of the designs chosen. Complex designs may take longer. Hair Tinseling, Feathers, Temporary Tattoos and other services may be charged per hour.

Additional Time: Please book time needed accordingly, so as not to disappoint your guests by not having enough time for everyone to participate. Often, Fantasy Artz will have another event booked following shortly after yours, but if we are not scheduled for another, then you may wish to purchase additional time. The rate for additional time is pro-rated per each 1/2 hour (30 minutes), per artist .

Flat Fee: Corporate or large events may be charged at a Flat Rate according to size and type of event. Body Painting and other services may be charged flat rate.

Deposit: A Deposit, of at least 25% of the total or no less than \$50, along with a signed Agreement, is required at least 7 business days before the date of your event. The deposit will retain your date and time, otherwise we can not guarantee a booking.

Balance: Any Balance must be made in FULL before services are rendered on the date of the event. Please plan accordingly. Client will pay for the time booked plus any over time, even if client has delayed the time for Fantasy Artz to start. Client must pay for a minimum of 1.5 hours even if client uses Fantasy Artz less than 1.5 hours.

Other Fees: **Travel:** If the event is more than 35 miles from the artist's locale, fuel and toll charges will be added to the charge. Please call or email for details. **Setup:** We do NOT charge for setup unless you require Fantasy Artz to provide a tent. We can provide a tent for a \$20 setup charge. Other equipment and Lengthy or difficult setups may incur additional charges. Please call or email for a quote. **Parking Fees:** Permits must be paid for and delivered to Fantasy Artz before the event. Parking/meter fees can be paid on the day of the event. **Returned Checks:** A \$30 charge will be applied.

HOW TO PAY

Acceptable forms of payment are cash, credit card, money order, and PayPal. **Personal checks** will be only be accepted for the DEPOSIT and must be bank-cleared before the date of the event. *****Make checks payable to: Fantasy Artz*** NO personal checks will be accepted on the event date.*** Any Balance owed should be paid before or upon the arrival of the artist/s and must be cash, credit card, money order, or corporate check only. A 3.5% fee will be added for Credit Card Transactions. The client is responsible for PayPal fees.**

REFUNDS, CANCELATIONS, RESCHEDULING

If the client chooses to cancel the event, the Deposit is NON-refundable under any circumstances. If an artist gets sick or cannot come to your event, Fantasy Artz will make every effort to send another artist. If Fantasy Artz defaults on providing services for your event because of reasons on the part of Fantasy Artz., the Deposit WILL be refunded. The client may postpone/reschedule up to 24 hours before the date of the event and Fantasy Artz will make every effort to accommodate an alternative date for you. If no agreement can be made to reschedule, the Deposit will NOT be refunded. Please note that we do not give refunds for inclement weather.

PARKING

Please leave space for parking our vehicles in your driveway, curbside, loading dock, lot, or other. We are not responsible for being late if we can not find parking or have to walk further than was expected. Please let us know where to park, how far we'll have to walk and provide us with any needed permits prior to your date.

SETUP, TAKEDOWN, AND BATHROOM BREAKS

We will make every effort to arrive shortly before our scheduled time to setup our equipment . There is no fee for setup and takedown. **We will need at least a 6 ft x 6 ft area with a table and 2 chairs of equal height** for each artist. If you'd like us to bring our own tables and chairs or put up a shelter or tent you must request it on the signed agreement. We will also need access to a bathroom for clean water and for cleaning brushes, if needed. At least one bathroom break will be allowed.

Indoor Setup: Please make sure there is adequate lighting. An out of the way room corner with bright lighting makes a good place for setup.

Outdoor Setup: Client will provide an area away from rain, snow, strong wind, and extreme temperatures. In many cases, a simple solution is a shade tree, covered porch, or deck with a table and chairs. You may also choose to supply a tent or umbrella. If you would like Fantasy Artz to bring the table and chairs and/or a tent it should be noted on the Agreement. (No refunds for inclement weather-- Please provide an alternate location indoors).

ADDITIONAL RESPONSIBILITIES OF CLIENT

It is the client's responsibility to keep guests/children in an orderly line and under control. Fantasy Artz can not watch or supervise children while they are painting or providing other services. A design and preferred colors should be chosen before reaching the head of the line, and so parents or adults should help younger ones decide. Otherwise, it will slow down the process and may result in guests not being able to participate.

ADVERSE WORKING CONDITIONS

Fantasy Artz has the right to cease services and leave without refunding any money if there are extreme adverse working conditions and if the client fails to remedy the situation after it has been brought to the client's attention. Adverse conditions include, but are not limited to destructive, violent or extreme inappropriate behavior of an adult, child, or a pet, illegal activities or any situation considered dangerous or otherwise unsafe.

ARTWORK LIMITATIONS

Artists will not paint words or designs that are offensive or vulgar. Artists will not paint any part of the body that is not legal to expose in public.

LIABILITY STATEMENT

Fantasy Artz uses only professional, high quality, theatrical makeup, which is non-toxic and FDA compliant for face and body painting. However, Fantasy Artz or its artists can not be held accountable for allergic reactions to paint. Even though these make-ups are formulated to be gentle to sensitive skin, you may ask for a patch test at the beginning of the event. Artists prefer not to paint children under 2 years old and will not paint anyone who appears to have cold sores or other sores, any infectious skin condition, conjunctivitis, ringworm, open wounds, eczema, or sunburn. Most paint can be easily removed with soap and water, baby oil, or a baby wipe, but client understands that some colors may linger longer and in most cases will disappear in a day or two. Artists will use reasonable care, but is not responsible for damage to clothing or property. Client agrees to pay for any injuries or accidents caused by pets or guests during the event and any damage to Fantasy Artz equipment or the equipment of an artist by guests, pets, lawn sprinklers, or other.

I have read, understand, and agree to the terms and conditions above. I understand my responsibilities, liabilities, and the fees for services. I have also read and agree that the details listed on page 1 are agreeable and final.

Client Signature _____

Today's Date _____

