



# SECRET GARDEN

MASTER PEACES | PAINT AND SIP PARTY HOSTESS

## CONTACT

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Richmond, Virginia 23223  
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804-591-6545

## GRAY HAIRS AND LATE NIGHTS' MASTER PEACES PAINT AND SIP AGREEMENT

1. MASTER PEACES WILL PROVIDE ALL ART RESOURCES REQUIRED FOR THE EVENT.
2. MASTER PEACES WILL SETUP/BREAKDOWN ALL ART MATERIALS NEEDED FOR THE EVENT.
3. MASTER PEACES WILL BE AVAILABLE FOR UP TO 2 **HOURS** OF ENTERTAINMENT + ½ HOUR SETUP & TEARDOWN.

### The Event Organizer:

Contact Person: \_\_\_\_\_

Contact email: \_\_\_\_\_

Daytime phone #: \_\_\_\_\_ mobile phone #: \_\_\_\_\_

Requested Date/Time: \_\_\_\_\_ Maturity Rating: \_\_\_\_\_  
(Date/Time) (G, PG, R, X)

Name of Event: \_\_\_\_\_  
(examples: girl's night, bachelorette party, sorority, etc.)

Event Costs: \_\_\_\_\_ per person Size of canvas: \_\_\_\_\_ # of guests: \_\_\_\_\_

Time: \_\_\_\_\_ Setup fee: \_\_\_\_\_ mileage: \_\_\_\_\_

### Off-Site Location: (15 guest minimum)

Is this event to be hosted at your own location (off-site)?  YES /  NO (if YES, fill in the Location Name, Address, & Table/Chair questions) It is the event organizer's (i.e. your) responsibility to contact and book your desired venue.

Location/Venue Name: \_\_\_\_\_

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

Will tables and chairs be provided for all guests of the PATRON?  YES /  NO (if YES, skip to Event Organizer)

Do you wish to rent tables and chairs?  YES /  NO  
Tables \$10 each: \_\_\_\_\_ Chairs \$2 each: \_\_\_\_\_



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**NOTE: Master Peaces requires adequate seating and table space to conduct their events. Our tables seat 6 painters, and have limited availability.**

**Setup and Travel Fee:** Setup & Travel Fees are determined by distance up to 15 miles =\$30, 16-20 miles =\$40, 21-25 miles=\$50. Keep in mind all sessions are done within a 2 hour time frame. If your guest run late or

\*Keep in mind that specialty/theme events requires advanced sketching. I can create a custom painting/sketch based on your request. Once the sketches are placed on the canvas, it cannot be returned because of no shows and/or changed mind. It must be paid for. You may keep the unpainted canvases prepared for your no-show/undecided guests. All sessions are done within the 2 hour time selected. Any guests running late will not be given a refund or extended time unless the time is paid for. Add on time will cost \$50 per additional ½ hour.

**Cancellation & Rescheduling Policy:** Despite the best intentions and most organized of plans, I understand that unforeseen events can arise, so please let us know immediately! You may opt to **reschedule** your Private Party with at least 10 days advance notice at no charge. If you reschedule the day of or within 9 days before the event, you will be charged a \$50 fee. Should you need to cancel your event without rescheduling, it must be done 9 days **before** the event or your setup fee and payment will be forfeited. There are no exceptions and no refunds for Setup Fees!

**Damages:** The PATRON assumes full responsibility for any damages to the location, equipment, patrons, or Master Peace’s personnel due to negligence, including such caused by any vendor contracted by the PATRON to be on the premises (caterer, DJ, etc.).

**Alcohol & Food:**

1. Alcohol and food are allowed during the session
2. For events hosted at off-site locations owned/maintained by the PATRON, the PATRON is responsible for obtaining permission 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 PATRON assumes all liability for the consumption of alcohol.
5. No underage drinking is allowed. Underage drinking is grounds for immediate cancellation of the event, with no refund.
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.

If the PATRON is in agreement with the terms above, please sign below

\_\_\_\_\_  
PATRON Signature

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Date

**SUBMIT CONTRACT TO  
GRAYHAIRSANDLATENIG  
HTS@GMAIL.COM**