



Color Me Mine Upper West Side Events Terms and Conditions:

- A Non-Refundable Deposit Of \$300 (Popular Picasso and Deluxe Da Vinci packages) \$500 (VIP package) is Required To Confirm The Event. Deposits can be made online, or in-person using a credit card. Color Me Mine Upper West Side does not accept personal checks.
- The remaining balance is due in full 2 days prior to the scheduled event. If booked online your balance will be charged automatically.
- Signature on this contract authorizes client's credit card to be charged, should that be client's chosen payment method.
- All additional cost incurred during the event, and not specifically stated in this contract, must be paid at the conclusion of the event.
- The Client agrees to assume full responsibility for the conduct of its guests. Damages resulting from any persons in attendance of an event will be charged to the Client.
- Color Me Mine Upper West Side does not have a Liquor License but customers can use the license from an approved outside vendor to provide alcohol to its guests. In this case, it is our desire that our guests enjoy their pottery painting experience with Color Me Mine Upper West Side by consuming in moderation. If at any time, we feel that a member of your party is showing signs of intoxication, we will no longer be able to continue allowing the service of alcoholic beverages to that guest, regardless of the product purchased. Guests failing to comply with our liquor policy will

regrettably not be allowed to participate in the event or stay on the premises.

- Outside vendors must be pre-approved by Color Me Mine Upper West Side at least 10 days prior to the event.
- The client acknowledges that the party is a private function and tickets will not be offered for sale, marketing or promoted to the general public, without the prior written consent of Color Me Mine Upper West Side.
- Client and client's guests may not carry out any activities at Color Me Mine Upper West Side's premise that will create a nuisance or hazard for patrons of Color Me Mine Upper West Side, or Color Me Mine Upper West Side employees or agent, or any other party guests.
- Signs, banners, or wall decorations may not be posted without the permission of Color Me Mine Upper West Side.
- Client must ensure the client's party guests refrain from smoking.
- Client hereby indemnifies Color Me Mine Upper West Side and its employees and agents, and holds Color Me Mine Upper West Side and its employees and agents harmless from and against any and all claims, losses, damages, and expenses (direct, indirect, or otherwise) of every nature and kind whatsoever arising from (i) acts or omissions by client or client's party guests, including without limitation any personal injury, property damage or equipment damage caused by client or client's party guests, or (ii) any breaches or violations of this contract.
- If any of these terms and conditions are violated while the party is in progress, Color Me Mine Upper West Sides may ask that client or client's party guests to leave the Color Me Mine Upper West Side premises.
- Client may not assign this contract to any other person or entity.
- Our pottery pieces require kiln firing! Items painted at your event will be over-glazed and fired in our kilns. The order will be ready for delivery

between 10-14 days after your event. At this time we will coordinate the soonest delivery time at your convenience to the host address.

- Parties will begin at the time listed above. Please ask your guests to arrive on time so that everyone may enjoy the party together.
- Additional party time can be bought ahead of time and must be pre-approved by Events Manager
- Outside Entertainment: if you choose to hire extra entertainment for your event (characters, magician, etc.) please note that we will need to add an extra half an hour to your party. An additional fee will be added for the extra time.
- Painters: our packages includes seating for up to 12 painters (Popular Picasso) or 20 painters (Deluxe Da Vinci). Seating is not guaranteed for non-painting guests.
- Arrival Time: set up time is 15 minutes before party time.

Cancellation policies:

**Cancellation policies vary by party package and cannot be customized.

Full-Studio Rental Packages (VIP pARTy, Full studio rental, Corporate full studio rental):

- **21 days prior:** 100% Refund
- **14 to 20 days prior:** Store credit in the amount paid
- **Less than 13 days prior:** Fee is forfeited.

Non-Private Rentals (Color Me Kids pARTy, Pottery Painting pARTy):

- **14 days prior:** 100% fee refund
- **7 to 13 days prior:** Store credit in the amount paid
- **Less than 7 days prior:** Fee is forfeited

1. Final headcount is due (4) days prior to the event.

2. Any credits issued for canceled events can only be used towards an event in the same location.

For last-minute cancellations (within 5 days prior to your event), we are happy to reschedule your booking in lieu of forfeiting the deposit fee. Cancellation of a rescheduled date will forfeit your deposit.

Color Me Mine Upper West Side is not responsible in any way for supervision of minor children attending an event or for the actions of a minor child at an event. In addition, parents or guardians of minor children are responsible for ensuring that minor children arrive safely to and depart from an event in an appropriate manner.