

Field Trip and Non Profit Special Event Agreement

Reservations

- A \$50 deposit and a signed copy of this contract are required in order to book your events. Your deposit will be applied towards your final bill.
- Deposits are non-refundable and non-transferable for store credit if the event is cancelled or switched to a different day.
- Registering online is an acceptance of our terms even if this contract has been physically signed.
- Events must be scheduled at least 14 days in advance.
- A la carte items or “extras” of any kind should be chosen at the time of registration in order to be guaranteed.

_____ (Initials) I understand all of the regarding reserving the event.

Payments and Fees

- Final payment is due the day of the event and includes a 6% sales tax unless a tax exempt certificate is provided. Additional gratuity may be given to our staff at your personal discretion.
- Understand that your event has been reserved for a specific amount of time. Outside of the time frame we will charge an additional \$75 fee.
- For on site events at Craft Haus:
 - A minimum of 10 guests are required to receive our field trip rates; if fewer than 10 people show up, a 10-person minimum will still be charged.
 - Our party room can accommodate 32 seated guests. Groups larger than 32 can inquire about renting out the entire studio. Full studio field trips are subject to availability based on other existing events and must be approved by management.
- For off site events:
 - For off site events, a travel fee will be charged for events with less than 30 painters.
 - For events within Palm Beach County, your travel fee will be based on distance from Craft Haus. For events outside of Palm Beach County, your travel fee will be based on your distance from Craft Haus in addition to a \$60 out of County fee.

_____ (Initials) I understand all of the regarding payment and fees for my event.

Planning

Your event selection must be chosen at the time of your booking. The ability to change your event package once your reservation has been made is not guaranteed.

- For on site events at Craft Haus:
 - You may bring in your own decorations. However, use of confetti, glitter, bubbles and fireworks is prohibited. Craft Haus will not permit affixing anything to the walls, windows, railings, floors, ceilings, etc. by any method (i.e. nails, tacks,, glue, Velcro, etc.). Violations will result in damage fees.
 - All additional decorations brought by the host may be set up no more than 15 minutes prior to the events start time and must be taken down within 15 minutes after your event's completion. Host is welcome to drop off additional decorations the day before the event for our staff to set up on your convenience.
 - Permission must be granted from Craft Haus to bring in any outside entertainers. Craft Haus does not allow entertainers who provide competing services.

- For off site events:
 - For off site events not taking place at Craft Haus, Craft Haus cannot provide any additional services beyond staffing and art materials. We are not responsible for decorations, food services, or party planning beyond your art project selection.

_____ (Initials) I understand all of the regarding planning my event.

During the Event

- Craft Haus reserves the right to begin giving instructions and distributing materials no less than 15 minutes after the events start time in order to keep the field trip schedule on track. Delayed guests are welcome to join in immediately upon their arrival.
- If a piece is broken during the field trip we will do our best to fix that piece, but an additional piece can not be provided. Host may pay for an additional item if desired.
- For our on site events in our party room:
 - Chaperones or support staff are welcome to arrive as early as 15 minutes prior to their event.
 - Please understand we may have other events before or after your field trip. In order to keep everyone's event running smoothly we ask that you respect our time restrictions.
 - The backdoor of our private room is not open for public access and may not be used at any point during the field trip for security purposes.
 - There should be no more more than 1 chaperone or parent for every 5 participants. All additional non painters beyond this limit will be charged for the field trip rate.
 - Once you have chosen the items for your event during the planning process, those are the pieces that will be reserved for your event. Guests may not browse our open studio shelves to choose additional items. If any piece is taken or painted without our permission, that guests will be charged for the price of the field trip in addition to additional items painted.
 - For ceramic packages, items will be ready for pick up 7 days after your event is complete.
- For offsite events not at Go van Gogh
 - For off site events, Go van Gogh will arrive 20 minutes before your event to set up our supplies. We will remain no more than 20 minutes after the set time of your event for clean up.
 - Access to a sink must be made available to our staff.
 - If you select a ceramic package, your items will be dropped back off to your location 7-10 days after the event.

_____ (Initials) I understand all of the regarding the day of my event.

Host Signature

Date

Staff Initials

Date