



Fundraiser Agreement

www.paintnwithfriends.com / paintnwithfriends@outlook.com / (408)710-2327

Thank you for choosing Paint'n With Friends for your fundraiser.

Services Provided by Paint'n With Friends (PWF) for your event:

1. PWF will host your Fundraiser Event at a location of your choice that you have secured.
2. PWF will provide an Artist to host and guide your guests.
3. PWF will provide Assistants to help the artist and guests.
4. PWF will provide all art supplies & materials required for the event.
5. PWF will advertise, market the event on our webpage and social media.
6. PWF will provide assistance with creating a marketing flyer if desired.
7. PWF will provide online registration for all ticket purchases if desired.
8. PWF will set up / break down all art supplies.
9. PWF will cut a check for the donation proceeds after the event if PWF collects fees.

Event Organizer (EO) will be responsible for:

1. EO will secure a location for the event to be held at.
2. EO will set up tables and chairs as specified in this agreement.
3. EO will provide access to electricity for PA system (if needed)
4. EO will provide access to water
5. EO will provide a place to dispose of garbage & soiled water
6. EO will also advertise and market the event. The more people we can get to your event the more \$\$ your organization will raise.
7. EO will be responsible for the tearing down the event room.
8. EO will cut a check to PWF for fundraiser rate if EO collects the fees.
9. EO assumes all liability for the consumption of alcohol. (No underage drinking is allowed; Underage drinking is grounds for immediate cancellation of the event with no refunds.)

Event Organizer:

Contact's Name: _____

Contact's Email: _____ Contact's Phone #: _____

The Event:

Choose a date. Please consider a date that will allow ample time for marketing your event.

(PREFERRED Date/Time ex. 3/21/18 @ 6:30 PM)

(2nd Choice for Date/Time)

(3rd Choice for Date/Time)

Requested dates are on a FIRST COME, FIRST SERVED basis.

Charity Website: _____

Fundraiser to Benefit: _____

Painting: _____

You will want to choose a painting ASAP There are ideas on our site: www.paintnwithfriends.com/paintings-gallery.html

Any beginner painting is a possibility. You may also consider choosing a painting that matches the theme of your event.

Expected # of Attendees (painters) _____

(Note: You event must have a minimum of 15 attendees and maximum of 50 painters per session)

_____ Please initial acknowledged

Event Fees: (the cost your guests will pay for the event) _____

PWF will charge a discounted fundraiser rate of \$15 per painter (if number of attendees are 25 or more) to be paid to PWF directly after the event. If attendees are less than 25 but more than 15, PWF will charge \$20 per painter to be paid directly to PWF after your event.

NOTE: Coupons & Vouchers are not valid for Fundraiser Events.

Deposit: A \$100 deposit is required to secure your date. (Deposit will be applied to Artist Fee)

_____ Please initial acknowledged

Event Location:

Choose a Location: If you have a space available or a location in mind that you can arrange, that is ideal. Large spaces with available sound systems are best: Hotels, restaurants, club houses and school gyms are excellent locations as they allow you to host a large crowd.

Location/Venue name: _____

Event Location Address: _____

PA System Available: Yes No (If not, we do have a small system available)

If the event is held at your space, are you in need tables & chairs? Yes No

If Yes, PWF **only** has access to 3 6-foot tables and 12 folding chairs;

if additional tables & chairs are needed, it will be your responsibility to procure them.

_____ Please initial acknowledged

If No, do you need table covers? Yes No

Please note:

We do not provide floor covers and understand that PWF cannot be held liable for any damages to floors.

_____ Please initial acknowledged

Photographs:

PWF is granted permission to use group or individual photographs or photo images taken in class for publicity or promotional purposes.

Yes _____ No _____ _____ Please initial acknowledged

Setup Fee:

PWF will waive additional set up fees if the tables and chairs (that are not property of PWF) are pre-set up and the event coordinator is responsible for the take down and storage of tables and chairs. Otherwise, PWF will charge a set up fee of \$50 per half hour to set up & take down tables and chairs.

_____ Please initial acknowledged

Table Setup:

Most paintings are done on a 16x20" canvas making 2' the minimum painters should be set apart. Additionally most folding chairs are 18 1/2" wide so 2' or 24" is an ideal setting. If your table is of standard width (30") you can set the tables up vertically in the room and have painters on both sides of the tables; just make sure your easement between allows for chairs that are back to back have enough room to move about. PWF requires the tables to be between 6' and 10' from the Artist, and the maximum distance from the artist to the farthest painter is 40'.

Cancellation & Rescheduling Policy:

We understand unforeseen events can arise. There will be no fees charged if you reschedule your event with at least 10 calendar days notice. Please notify us at least 14 calendar days in advance if you need to cancel your event. Should you (the organizer, not PWF) need to cancel your event, a \$50 cancellation fee will be charged. If PWF is NOT notified at least 14 calendar days in advance of the event's start time a \$100.00 cancellation fee will be charged.

_____ Please initial acknowledged

Waiver & Release of Liability:

I agree not to hold Paint'n With Friends not liable for any personal injury, property damage or loss of insurance. I also agree to assume all liability for the consumption of alcohol. (Absolutely no underage drinking is allowed and Underage drinking is grounds for immediate cancellation of the event with NO RE-FUNDS). I agree to release and hold harmless Paint'n With Friends and Tomasa M. Brown from all liability incurred as a result of participation in this event and that these terms serve as a release for Tomasa M. Brown, volunteers, property owners and members of my family.

_____ Please initial acknowledged

To signify your agreement with our terms, please sign below:

 Event Organizer Signature

 Print Event Organizer Name:

 Date

FOR OFFICIAL USE ONLY

Date Received _____ by: _____

Event info: Scheduled Date _____ Time: _____ Location: _____

Deposit Amount: \$ _____ Paid on: ____/____/____

Expected # Of Painters: _____ Event Fee per Painter \$ _____ Actual # of Painters: _____ Artist Fee per Painter: \$ _____

Total Amount of Event Fees: \$ _____

Total Artist fee = (Number of Painters X Artist Fee per painter) - Deposit received (_____ x _____) - _____ = _____

Total Artist Fee: \$ _____ Paid on ____/____/____

Set Up Fee: \$ _____

Fundraiser Amount = Event Fees - Artist Fee - Set Up Fee _____ - _____ - _____ = _____

Fundraiser Amount: \$ _____ Paid on: ____/____/____

Additional Information: