



# ARTY PARTY CONTRACT

125 NORTH WATER STREET DECATUR, ILLINOIS 62523 217.423.3189 WWW.DECATURARTS.ORG

This agreement is entered into by:

NAME: \_\_\_\_\_ and the Decatur Area Arts Council for an Arty Party.

*Please print clearly.*

CHILD'S NAME (if applicable): \_\_\_\_\_

DATE OF SCHEDULED PARTY: \_\_\_/\_\_\_/\_\_\_ TIME (Off-hour/Extended): Begin \_\_\_\_\_ End \_\_\_\_\_

**Standard (Saturday) Arty Parties:**

- Standard Arty Parties are scheduled between 11am-1pm on Saturdays.
- All activity, including set up and clean up, must be completed within regular Madden Arts Center Saturday hours (10 am-2 pm)

**Off-Hour/Extended Arty Parties:**

- May be scheduled during off hours, contingent on finding a building attendant during that time.
- Set up and clean up must be completed within the contracted time on the date of the party.
- Price of an Off-Hour/Extended Art Party equals the package cost plus \$15 per contracted hour (minimum \$30)

PACKAGE #: \_\_\_\_\_ (See Arty Party Packages.) PRICE: \$ \_\_\_\_\_ EXPECTED ATTENDANCE: \_\_\_\_\_

(Packages are for 15 guests participating in the art project. Additional guests participating in the art project will incur additional cost.)

**\*\*\*\*50% of the total amount due is required to hold your requested date\*\*\*\***

**\*\*\*\*Completed contract and balance due MUST be received by the Decatur Area Arts Council TWO FULL WEEKS prior to your scheduled event\*\*\*\***

FOR OFFICE USE ONLY :BASE PACKAGE PRICE \$ \_\_\_\_\_ + EXTRAS \$ \_\_\_\_\_ = TOTAL \$ \_\_\_\_\_

METHOD OF PAYMENT \_\_\_\_\_ DATE RECEIVED \_\_\_ / \_\_\_ / \_\_\_ BY: \_\_\_\_\_





# ARTY PARTY PACKAGES

Prices vary depending on the cost of materials.

**ARTY PACKAGE 1** - Two hours, with one hour of art instruction from a teacher, and an hour for games, cake, gift opening etc. Projects can be tailored to suit specific interests.

**\$125.00 for up to 15 participants (\$5.00 per each additional guest).**

Choose one of the following:

- Painting – tempera, watercolor
- Drawing
- Oil pastel
- Colored pencil
- Markers
- Collage
- Paper mask making
- Finger painting and play dough (preschool)

**ARTY PACKAGE 2** - Two hours, with one hour of art instruction from a teacher, and an hour for games, cake, gift opening etc. Projects can be tailored to suit specific interests.

**\$150.00 for up to 15 participants (\$7.00 per each additional guest). Choose one of the following:**

- Air drying clay
- Acrylic paint
- Fabric painting (does not include T-shirts or items to paint on)

**ARTY PACKAGE 3** - Two hours, with one hour of art instruction from a teacher, and an hour for games, cake, gift opening etc. Projects can be tailored to suit specific interests.

**\$175.00 for up to 15 participants (\$8.00 per each additional guest).**

- Sculpey polymer clay (for small figure and jewelry making and eraser clay making)

**Arty Party Room Rental Agreement Terms:**

The DAAC strictly prohibits the Customer and all persons connected with this lease from entering any part of the building not specified, without prior consent of the DAAC. The Lessee shall not permit any unlawful or immoral practices or acts to be committed upon the leased premises. **Lessee's initials**\_\_\_\_\_

The Customer will ensure that everyone in attendance complies with the terms of this lease, all regulations of the Decatur Police and Fire Departments, City of Decatur ordinances, as well as the laws of the State of Illinois and the United States. **Lessee's initials**\_\_\_\_\_

No animals are permitted inside the premises, except for those assisting a person with disability. **Lessee's initials**\_\_\_\_\_

The facility must be vacated by the stated termination time. **Lessee's initials**\_\_\_\_\_

SMOKING RESTRICTION: Customer understands that smoking anywhere inside the Madden Arts Center is a violation of State Law. Lessee will not allow its guests or contractors to smoke in any part of the Facility. **Lessee's initials**\_\_\_\_\_

DECORATION: Customer will have access to the facility for decorating and set up only during the above specified rental period, unless prior consent is given by the DAAC. Nothing is to be affixed on the walls. No light bars or other such devices shall be hung from any ceiling in the facility. Glitter and confetti may not be used anywhere inside or outside the facility. Smoke machines may not be used. **Lessee's initials**\_\_\_\_\_

CLEAN UP: The Customer will be responsible for clearing the room of personal items and decorations; and placing food and trash in receptacles by the end of the rental period. **Lessee's initials**\_\_\_\_\_

FOOD: DAAC does not provide for, nor arrange for any catering. Outside catering is allowed at the sole cost of the Customer. **Lessee's initials**\_\_\_\_\_

CHILDREN: Children twelve and under must be supervised at all times by an adult. The Customer is responsible for the behavior of all guests. **Lessee's initials**\_\_\_\_\_

DAMAGE TO PREMISES OR EQUIPMENT: The Customer is responsible for any and all damages, losses or liability caused by the Lessee, its guests, or any persons or organizations contracted by the Customer to provide services or goods for the function. Damages will be deducted from the damage deposit where applicable. Should amount of damage exceed deposit, Customer will be invoiced for additional costs. **Lessee's initials**\_\_\_\_\_

SOUND & MUSIC: Customer may provide its own radios, stereo systems, DJ service, or other sound services. DJs may not use smoke generators. **Lessee's initials**\_\_\_\_\_

ACTS OF GOD AND OTHER EVENTS BEYOND OWNER'S CONTROL: The DAAC is not liable for non-performance of this Agreement due to labor disputes, strikes, accidents, government regulations or restrictions on travel or transportation, floods, fire or other damage to the facilities, riots, national emergencies, acts of God, and other causes which are beyond the control of the DAAC. **Lessee's initials**\_\_\_\_\_

INDEMNITY: Customer shall indemnify, save and keep harmless the DAAC, its Board Members, agents and employees from any and all loss, cost, damage, liability or expense claimed by any person or persons for any injuries to person or property arising in any way from the use of the leased premises by Customer. **Lessee's initials**\_\_\_\_\_

CUSTOMER MATERIALS & PROPERTIES: The Customer is responsible for arranging the delivery and removal of its own supplies, merchandise, or other items as well as any related expense. The DAAC will be notified in advance of any such delivery arrangements to ensure acceptance of the items upon arrival. The DAAC will not be responsible for Customer property placed on the premises, and is not liable for loss, theft, or damage of such property. For any items of property not

removed after the function, Customer grants DAAC authorization to remove them from the premises at the expense of the Customer. The DAAC will not be responsible for any damage to or loss of any property sustained during said removal.

**Lessee's initials** \_\_\_\_\_

MANAGEMENT: The DAAC manages and exercises the right to be on the leased premises for management and operational purposes and to enforce the regulation of this agreement as well as carry out DAAC functions.

**Lessee's initials** \_\_\_\_\_

Lessee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Lessee's Printed Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Email Address \_\_\_\_\_

DAAC Representative \_\_\_\_\_ Date \_\_\_\_\_

## **DAAC STAFF NOTES:**