OFFICE PRIVATE PARTY AGREEMENT

www.lacesipandpaint.com | **lacesipsandpaints@gmail.com** | **(980) - 292 - LACE**

Event Organizer:

Contact Person: _____

Contract Email: _____ Phone Number: _____

Payments

The nonrefundable payment is due by the booking contact for all parties. Your payment secures your party date, covers the convenience fee, materials for all paint participants and travel expense.

Time & Travel Fee:

The initial payment covers an initial travel expense for distances that do not exceed 15 miles each way from Riverbend Village in Charlotte NC for in person parties. There is an additional fee for parties located more than 15 miles from our starting location, Riverbend Village. You will be billed separately via invoice for this amount. This amount is due no later than the start of your event.

Payments & Due Dates:

A minimum of 15 guests must be paid for in order to receive the discussed rates for our company events. You have until the start of your event to make your payment. Upon arrival, we will collect any remainder payments via the online invoice or payment by card. We do not accept cash payments. We are unable to render services until all invoices have been paid in full.

Canceling/Rebooking:

We understand that unforeseen events can arise, so please let us know immediately! While we do not offer refunds, you may opt to reschedule your Private Party with at least 14 days advance notice at no additional charge. Parties rebooked less than 14 days in advance will be billed an additional rebooking fee of **$75**. This rebooking fee is nonrefundable. Should you need to cancel your event, your deposit will be forfeit, but all additional RSVP payments can be rescheduled. There are no exceptions. In the rare case that Lace Sip & Paint needs to cancel an event, refunds in full will be given within 48 hours of cancellation.

Damages:

The PATRON assumes full responsibility for any damages to the location, equipment, patrons, or Lace Sip & Paint personnel due to negligence, including such caused by any vendor contracted by the PATRON to be on the premises (caterer, DJ, etc.). Lace Sip & Paint is not responsible for any damage to clothing , furniture, the selected painting area and surroundings by contact with paint or any other art materials used during the event. The booking contact assumes all responsibility of any damages caused by contact with paint or any other art materials used. Patron also assumes responsibility for any materials of Lace Sip & Paint damaged by party guests. Replacement fees for damage to company materials will be charged to the booking contact.

Late Arrivals:

Your booking includes a 1-2.5 hour time block. This time includes setup and clean up. Please advise all guests to arrive on time. Guests arriving more than 30 minutes after the event start time will be unable to participate in step by step instruction. Lace Sip & Paint will not extend your party time or instruction, please arrive on time in order to finish your painting in time.

Virtual Events:

All terms apply to virtual events.

I have read and understand the terms in this contract.

_____	_____	_____
PATRON Signature	Print PATRON Name	Date

SUBMISSION OF YOUR BOOKING REPRESENTS AGREEMENT TO ALL TERMS.