



**Event Organizer:**

Contact Person: \_\_\_\_\_

Contract Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Initial Deposit:**

The nonrefundable initial deposit is due at the time of booking. The initial deposit locks in your date, covers the convenience fee, initial travel (up to 10 miles each way of Riverbend Village and a portion counts toward your party balance & number of painters.

**Included:**

A 11X14 inch canvas for each painter, Easels, Aprons, Table top easels, Table covers, Brushes, Paint, Drip cloths to protect carpet flooring (if requested), Step by step instruction, 1-1.5 hour paint session. \*We do not include any beverages nor do we include tables\* 2 Table & 12 chairs are only available upon request for an additional rental fee.

**Time & Travel Fee:**

The deposit covers an initial travel expense for distances that do not exceed 10 miles each way from Riverbend Village in Charlotte NC. There is an additional fee for parties located more than 10 miles from our starting location, Riverbend Village. You will be billed separately via invoice for this amount. If you do not receive your invoice within 24 hours of booking, it is your responsibility to communicate and reach out to us ASAP.

**Payments & Due Dates:**

A minimum of 15 guests must be paid for in order to receive the discounted rates for our company events. You have until **7 days prior** to your event to make your payment. If you miss your payment due date by 1 day, there is a **\$65 late fee** charged in order to keep your event date. Payment (including any late fees) must be made no later than 1 day after the due date to render any services. If payment including any late fees is not made, **Lace Sip and Paint reserves the right to cancel or postpone your event due to nonpayment.** Upon arrival, if the possibility of additional guests was communicated beforehand, we will collect any remaining payments via the online invoice or payment by card for any additional guests at arrival prior to the start of your event . We do not accept cash payments.

**Canceling/Rebooking:**

We understand that unforeseen events can arise, so please let us know immediately! 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 **\$125**. 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 contract assumes all responsibility for 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.

I have read, understood and agreed to the terms in this contract. Your booking confirms you have read all terms and agree to them in its entirety. Please be sure to read this completely before confirming your booking.

\_\_\_\_\_  
PATRON Signature

\_\_\_\_\_  
Print PATRON Name

\_\_\_\_\_  
Date