



Booking Form/Contract

Client:

Name of contact: _____
 Company/organization name, if applicable: _____
 Address: _____
 Daytime phone number: _____
 E-Mail address: _____

Event Details:

Event name: _____
 Approx. # of children/age range: _____
 Event date: _____
 Face painting hours (excludes set up and clean-up times): from _____ to _____ a.m./p.m.
 Desired theme (if applicable): _____
 Birthday child's name (if applicable): _____ age: _____
 Type of venue: Indoor ☐ Outdoor ☐
 Setup: ☐ table and 2 chairs provided ☐ Artist will bring table and 2 chairs
☐ Tent will be provided ☐ Artist will provide own tent
 Service Provided: ☐ Face painting ☐ Balloon twisting

Event Location:

Place/facility: _____
 Address: _____
 Phone: _____
 Parking instructions: _____

Billing Summary:

1 hr: \$ _____	2 hrs: \$ _____	3 hrs: \$ _____
1 ½ hrs: \$ _____	2 ½ hrs: \$ _____	3 ½ hrs: \$ _____
	4 hrs: \$ _____	
Travel fee: \$ _____	Parking Fee \$ _____	
Discount: \$ _____		
Total Due: \$ _____		

(Make check payable to MetamorFaces LLC.)

See Terms of Agreement on next page

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Terms of Agreement:

Payment:

- Payment is due upon completion of service in the form of cash or check.
- There will be a \$25 charge for returned checks.

Cancellations:

- Cancellation Policy: There will be no charge for cancellations 2-weeks out from event date. If the event is cancelled without a two week notice, we require a \$50 cancellation fee.
- Should it be necessary to cancel a booking, re-booking may be subject to date/time availability and peak season rate changes.

Travel:

- We service mainly Dane County. A travel fee may be charged for bookings beyond the Madison area. If total driving time exceeds 20 minutes, the artist may require a minimum of a 2-hour booking. Depending on the location, the usual discount for the second hour (\$135/2 hours instead of \$150) may not be given.

Age:

- Face painting is not recommended for children under two years old because their skin is so sensitive and susceptible to irritation from cosmetics. The artist is not responsible for reactions should a parent insist that their child be painted.

Safety First:

- For sanitary reasons, I reserve the right not to paint anyone with a bad cold, runny nose, cuts or open sores on the face. In this case, I will paint another area of the body. Brushes and sponges are cleaned and sanitized before each event. I used FDA approved paints and cosmetic grade glitters that wash off with soap and water.

Breaks:

- After working two hours, a ten minute break will be taken. The artist will require access to lavatory facilities and water, and will need to be permitted to use them when needed. It is expected that all of the artist's supplies will be kept secure during Bathroom and water breaks. At no time will any guest be permitted access to the artist's supplies/equipment without her expressed permission, even in her absence.

Stop Time:

The artist is only obligated to paint for the duration indicated on the contract. The client may request that the artist continue to paint beyond the duration of this contract, however the artist reserves the right to decline an extension without penalty. Extensions are billed at \$40 per half hour to be paid at the time of the request.

Working Conditions:

- The client is liable for damages and the artist reserves the right to discontinue services if faced with a situation that poses a threat to his/her person, supplies and/or property and the client fails to properly remedy it to the artist's satisfaction. Adverse conditions include, but are not limited to: extreme weather, a hostile environment, violence, illegal activity in or around the vicinity of the painting, and destructive and/or abusive behavior on the part of any person or pet attending.

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Terms of Agreement. Page 2.

Artwork:

- The artist reserves the right to not paint subject matter that is offensive, objectionable and/or disturbing. When in a public venue, the artist will only paint portions of the body that can be lawfully exposed in public. In private, the artist reserves the right to not paint any areas of the body she doesn't feel comfortable painting.

Photography:

- The artist may desire to take photographs of the artwork she produces for portfolio, website and other business usage. In this instance, the artist will bring individual photo release forms for parents to sign. If you would like to grant the artist permission to do this, please initial _____.

Lines:

- If there is a line, I will paint numbers on hands or hand out numbers and give a wait time so the kids can do other activities and come back when it is their turn to be painted.
- Anyone requesting a touch-up will be required to go the end of the line.

I read, understood and accepted all terms and details outlined in this booking agreement. I have reviewed the event information and find it to be accurate and correct. I agree to contact MetamorFaces (Nuria Vega Moffat) prior to making any significant changes to the event information (i.e., date/time/venue)

Signature: _____ Date _____