



## INFORMATION SHEET & SERVICE AGREEMENT

Thank you for choosing ARTIFACES! To make your booking **permanent**, please **fill in this agreement and mail** (or **scan/email**), with **50% retainer**.

**CHECKS:** payable to **B.Smith/Artifaces** (street address is at bottom of this page )  
**OTHER:** for credit card/Venmo/Zello/Paypal please see the FAQ page at [www.ARTIFACES.com](http://www.ARTIFACES.com)

### CONTACT PERSON (YOU!):

**NAME:** ..... **TODAY'S DATE:** .....

**MAILING ADDRESS:** .....

**HOME/WORK PHONE:** ..... **MOBILE PHONE** (for day of event): .....

**EMAIL ADDRESS:** .....

### EVENT INFORMATION:

**PARTY DATE:** ..... **WEEK DAY** (pls circle): **Mon Tues Wed Thu Fri Sat Sun**

**ARTIST START/END TIME:** ..... (Artist(s) will arrive 10-15 minutes early to set up.)  
(Additional ½ hour increments may be added at the event, depending upon availability)

**PARTY START/END TIME:** .....

**GUEST OF HONOR** (name/age):..... **PARTY THEME** (most choose non-theme related designs!) .....

**APPROXIMATE NO. OF CHILDREN:** .....

**LOCATION:**  indoors  outside

**ADDRESS OF EVENT** (if your event is outdoors: consider including alternate indoor location):

.....  
**IS THIS ADDRESS ACCURATE AT GOOGLE.com?** (we use it for GPS directions) Please check:  yes  no

**PARKING LOCATION FOR ARTIST(S):** .....

**SETUP:**  Artist brings everything needed:**free!** (director's chair/table) – please provide 6'x6' empty space (shaded, if outside)  
 Artist brings "festival" setup: \$60 (large EZ-Up TENT/table/chairs /face painting signs – **close parking required!**)

### SERVICES REQUESTED:

**ARTIST:**

8-20 CHILDREN (up to 1.5 hours): .....	\$ 160
21-26 CHILDREN (2 hours): add \$38.....	\$
EACH ADD'L 6 CHILDREN (add'l 1/2 hour): add \$38.....	\$

**TRAVEL:**

FREE: Mason/Monroe/Liberty Twp/West Chester/Fairfield/Red Lion/Lebanon/Franklin/Springboro .....	\$
\$20: Miamisburg/Centerville/Loveland/Morrow/Sharonville/Blue Ash/Hamilton/Deerfield/S.Lebanon/Springdale .....	\$
\$30: Beavercreek/Milford/Sycamore/Moraine/Kettering/Dayton/Cincinnati .....	\$

**OPTIONAL SETUP:**  
(EZ Up Tent and festival setup, \$60, see above) ..... \$ \_\_\_\_\_

**TOTAL AMOUNT DUE: \$** \_\_\_\_\_

**Deposit/Cancellation/Refund:** a non-refundable **retainer of 50% is required to reserve your date/time** (money order/check/cash/Paypal/credit card); the remainder is due before the event, or upon the artist(s) arrival. Deposits are not refundable (we turn down other client bookings once your time is reserved), unless we can rebook your date (this is often the case). Client agrees to pay for the full time booked, even if artists are used for less time than originally reserved. If possible, please keep monetary transactions out of sight of children, including tips (tips are not expected). Please rest easy, thus far only twice have we not been able to refund a deposit - both due to severe thunderstorms at pool locations (with no backup location).

**\*INDOOR\* Setup:** client is requested to provide rest room access, and a minimum of 6' x 6' space.

**\*OUTDOOR\* Setup:** Artist(s) are delighted to work outdoors under normal weather conditions, but a suitable shelter from the sun (such as canopy, tent, or porch) is required – the sun will degrade artist's products. If you prefer, artist can bring own sun protection (10' x 10' white EZ-Up tent), for a nominal fee. In case of more extreme weather (rain, snow, extreme heat/cold, or high wind), client is responsible to provide an alternate indoor location.

**Rest:** artist(s) request access to a rest room, and will take a 5 minute break after every 2 hours.

**Overtime:** if you need more artist time at the end of your event, artists are often (not always) able to stay longer. Overtime occurs in ½ hour increments (\$38). Please book enough time originally, to avoid leaving any children out! We are happy to help with time estimates... simply email us how many children you estimate at your event.

**Returned Checks:** we shall pass along our bank's fees for returned checks. Time spent pursuing overdue payments will be billed at our regular rates, after one complimentary notification.

**Parking:** artists bring small, but heavy equipment. Please leave one parking space (per artist) open, close to event site; this is critical if tent setup has been requested. If parking permits, fees, or passes are required, please send these as part of the deposit. Distance to event site (from parking) must be within very short walking distance (within average grocery store parking lot distance, for example), or other arrangements should be made (golf cart ride, temporary artist vehicle access, etc).

**Limitations on Artwork:** artist will not paint anything/anywhere (s)he deems defying good taste. Artist will also not paint any children unless they are clearly willing to be painted, and can ask for a design by themselves.

**Adverse Working Conditions:** artist may cease work, and leave without refunds if there are extreme adverse working conditions and the client fails to remedy the situation after it has been brought to their attention. Adverse conditions include (but not limited to): destructive, violent, or extreme inappropriate behavior of a child/pet/adult; illegal activities; or otherwise dangerous conditions. (This has never happened, thank you all.)

**Important:** artist(s) will use premium, theatrical-grade face painting products exclusively (no acrylics). Artist(s) are not liable for reactions to products; it is the parent/group's responsibility to notify artist(s) of allergies or sensitivities. For sanitary reasons, artist(s) will not paint anyone who is (or appears to be) sick or be suffering from: cold sores, conjunctivitis, any skin condition, eczema or open wounds. Face paints generally do not stain, and artist will use reasonable care; however, artist is not responsible for damage to clothing or property. The client agrees to pay for any accidents, theft, or injuries to artists or art supplies caused by pets, guests, or structures. Artist(s) will not supervise children; children's behavior/safety is the parents/event's responsibility. (These have never happened - our clients have always proven phenomenal).

**I have read, understand and accept the above statement and the conditions of this agreement. I certify that I am authorized to sign on behalf of this event/group.**

**Client Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Thank you for selecting ARTiFACES - we appreciate you and look forward to your event!*