

EVANSTON ART CENTER

WWW.EVANSTONARTCENTER.ORG

Parent Name: _____

Address: _____

Email: _____

Phone(s): _____

Event Date: _____

Start Time: 1:30pm-3:30pm

Room: 2North

Art Party Contract:

All materials, TA fee, and instructor's fee are included, plus use of our facility for 2-hours (with 15 minutes before and after for set-up and clean-up). Party hosts are responsible for all refreshments, party decorations, utensils, and clean up of refreshments and decorations.

Pay receptionist/checks payable to Evanston Art Center *An additional \$5 one-time only fee is required when paying by credit or debit card. The deposit is 50% of the total cost of the party. Cancellation must be done at least 7 days prior to the party date, in which case the deposit minus \$50 (to be paid to teacher) will be refunded. There are no refunds subsequent to one week prior to the scheduled party date. Please sign and return this form along with deposit to the Art Center in the enclosed envelope and retain a copy for your records. The balance is due on the day of the party and may be paid in cash, check, or charge. There is a \$15 per child charge for parties that exceed 20 participants. Your signature confirms that you have read and understand the above.

Please Circle Party Type:

Regular Party: \$360

Ceramics Party: \$390

REGULAR PARTY DEPOSIT: \$180.00

CERAMICS PARTY DEPOSIT: \$195.000

BALANCE DAY OF: \$ _____

Parent Signature: _____

Date: _____

Thank you for choosing the Evanston Art Center for your child's party. Please feel free to contact me with any additional questions. A reminder to your guests: dress for mess!

Sincerely,

W. Keith Brown
Director of Education
Evanston Art Center
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