

Joanna's Face Painting Invoice and Service Agreement

Please sign and date the agreement and submit it online, or e-mail or fax it back to us with your payment immediately. We cannot confirm your party date until we receive your agreement and your payment.

Today's Date: _____ Date of Event: _____
 Birthday child/organization: _____ Contact person: _____
 Mailing Address: _____
 Home phone: _____ Work phone: _____
Mobile phone: _____ Fax: _____
 Email: _____

Event Description: (please include titles, themes, and special activities):

Address of event:

What package are you choosing? Basic FP, Deluxe FP, Basic Balloons, Deluxe Balloons, FP/Glittertats, Airbrush

Artist Setup:

Do you have 2 standard-height chairs artist can use? Yes _____ No _____ (add \$5)
 Do you have a standard-height (not child-height) table? Yes _____ No _____ (add \$10)
 Will you provide a canopy, umbrella, or shade? Yes _____ No _____ (add \$25)

Time artists begin painting: _____ Time artists finish painting: _____

Total number of hours: _____ x Hourly rate _____ \$ _____

Additional artists: _____ x Number of hours: _____ x Hourly rate: _____ \$ _____

Additional costs (table, chairs, umbrella, costume, pre-arranged travel fee, supplies, etc.) \$ _____

TOTAL AMOUNT DUE at the time of booking \$ _____

Joanna's Face Painting, P.O. Box 7737, Menlo Park, CA 94026
 Cell: (650) 759-1769 Fax: (650) 362-1998 email: jsachs@gmail.com www.joannasachs.com

Payment:

Payment can be made by Paypal or check. We now typically require payment in full at the time of booking. If you are a corporation, or you need other arrangements please contact us..

Please make out checks to: **Joanna Sachs, PO Box 7737, Menlo Park, CA 94026.**
Please send Paypal payments to: **jsachs2004@gmail.com**

Cancellation Fee:

If the event is cancelled within 24 hours of start time, payment is due in full. Prior to that, there will be a cancellation fee of 50% for each date postponed or cancelled. Client agrees to pay full amount even if client actually uses artist(s) for less time than booked.

Pace of Work:

Face painting: Artists usually paint at the rate of **approximately** 15 children per hour, depending on the request.

Balloons: Artists create balloons at the rate of **approximately** 15-20 creations per hour.

Airbrush: We serve approximately 60 children per hour, per station.

This is considered "fast" or "quick." No, we are not superhuman or bionic, and we cannot achieve the impossible. If you have booked 1 hour of face painting, and you end up with more than 15 children at your party, or children are coming back for seconds and thirds, expect that your artist will discuss the option of booking extra time with you.

Overtime:

Any time beyond the time agreed will cost the same rate per hour, per artist, as the first hour.

After the first hour, overtime is available in **30-minute** increments.

Artists are not authorized to accept overtime payments directly. We will bill you for the overtime after your party. If this is not paid within 3 days of your party date, there will be a \$50.00 late fee added to your total. (Corporations, call us for other arrangements).

Setup and Arrival: We will set-up once at no charge. Any additional set-up, moving locations, etc, must be compensated hourly.

Face Painting: typically your artist will arrive 5-10 min early.

Airbrush: typically we arrive 30-60 min early so we will need access to the site at that time.

Modifications: If you need to change the date, time, or number of staff you require, you must sign and fax us a new agreement.

Returned Checks: There will be a \$50 fee for returned checks, plus the amount of the check.

Shelter, Water Activities, Sporting Events: Artists can work outdoors under proper weather conditions, but a suitable shelter (i.e., tent, canopy, umbrella) is required. Artists do not work in direct sun, or in rain, etc, since this affects the supplies. There is a charge for the artist to bring a canopy. If you are planning water activities, such as squirt guns, water shooters, dunk tank, or water balloons; or sports, such as basketball, soccer, baseball, or football, you must arrange for your artist to paint in an area that is safely removed from these activities.

Parking: Parking must be provided for the artist near the event location, so that equipment may be unloaded. If arrangements cannot be made for parking close to the location, then the client agrees to provide staff to unload equipment and deliver to the painting location. The Client will reimburse the artist for any parking fees.

Other requests: If you need your artist(s) to come in costume, or specific attire, you must discuss that with us before signing this agreement. There may be a charge for costume(s). If you have any other specific requirements regarding staff, you must discuss that with us before signing the agreement.

Liability Statement:

Client agrees that Joanna's Face Painting, and the artist(s), are not liable for reactions to materials used in painting, such as paint/ink/adhesive/glitter. It is the parent's responsibility to notify the artist if their child has sensitive skin. For safety reasons, artists will not work on children under two years old. For sanitary reasons, artist will not work on anyone who is or appears to be sick or be suffering from cold sores, conjunctivitis, any infections or skin conditions, eczema, or open wounds. Client agrees that Joanna's Face Painting, and artist(s), are not responsible for damage to clothing, property, or persons.

Artist will not supervise children. Their behavior and safety is the Parent's responsibility. Artist cannot see other children while he/she is painting.

I have read, understand, and accept the above Liability Statement, and the conditions of this agreement. I accept the details of this agreement as accurate.

Client Signature: _____ **Date:** _____

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