



Nuria Vega Moffat  
 1 Book Court  
 Madison, WI 53713

[www.metamorphes.org](http://www.metamorphes.org)

## Contract for Fantasy Makeup Services

### Client:

Name of contact and title: \_\_\_\_\_

Company/organization name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone numbers: Office: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell. Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-Mail address: \_\_\_\_\_

### Event Details:

Event name: \_\_\_\_\_

Approx. # of children and/or adults that will be painted and the age range: \_\_\_\_\_

Event date: \_\_\_\_\_

Face painting hours: From \_\_\_\_\_ To \_\_\_\_\_ (a.m. or p.m.)

Desired theme (if applicable): \_\_\_\_\_

Name of the person being recognized (if applicable): \_\_\_\_\_ age: \_\_\_\_\_

### Type of Venue:

**Indoors**

*If the event is indoors, a well lit area is requested (preferably a corner with an outlet nearby to plug a portable lamp, a fan or a space heater, an I-pad, etc. brought by the artist). The artist will bring a power strip.*

**Outdoors**

*If the event is outdoors, a shelter or a canopy will be required to protect the artist and her paints from the rain, the sun and the wind.*

**Setup:**  One large rectangular table will be provided  Artist will bring her Craft & Go Kit  
 Two chairs will be provided  Artist will bring the chair (s)  
 Tent (or shelter) will be provided  Artist will provide her own tent  
 Volunteers to help with line and painter's needs will be provided. (Place an X on the number of people): (1) \_\_\_\_ (2) \_\_\_\_

### Event Location:

Place/facility Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone in the facility: \_\_\_\_\_ Parking instructions: \_\_\_\_\_

**Billing Summary:** (Circle one). The cost is \$140 for the first hour, \$175 for 1 1/2 hrs. or \$100 flat fee for any hour if it is 2 hours or more.

1 hr: \$140.00    2 hrs: \$200.00    3 hrs: \$300.00    4 hrs: \$400.00

1 1/2 hrs: \$175.00    2 1/2 hrs: \$250.00    3 1/2 hrs: \$350.00    4 1/2 hrs: \$450.00

Travel fee: \$ \_\_\_\_\_    Parking Fee \$ \_\_\_\_\_    Discount: \$ \_\_\_\_\_

**Total Due:** \$ \_\_\_\_\_ (Make check payable to: MetamorFaces LLC.)

**Notes:** Set up and clean up time is not included in the contracted hours. The artist will arrive earlier to set up.

**Please Sign here:**

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



## **Terms and Conditions:**

### **Payment:**

- Payment is due upon completion of service in the form of cash or check. A \$50 retainer fee may be required for private parties to secure time and date. Once we have received your signed contract and retainer fee, your slot will be held. As per law, retainer fees are fully refundable only if Artist receives written notice of cancellation by midnight of the third day after retainer payment.
- There will be a \$25 charge for returned checks.

### **Cancellations:**

- Cancellation Policy: There will be no charge for cancellations made two weeks before the date set for the event. 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 of MetamorFaces.

### **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.

### **Age:**

- Face painting is not recommended for children under three 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 could 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

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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 or \$5 per face paid by the guests.

**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.

**Artwork:**

- The artist reserves the right to not paint subject matter than 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 long line and to closing time is near, the artists will paint numbers on hands or hand out numbers to the persons in line and will place a sign to stop the line. Everyone with a number will be painted.
- Anyone requesting a touch-up will be required to go the end of the line and this touch up will be done only if time allows it.
- For a large event, the client may find it beneficial to fund an assistant to manage the line of people waiting to have their faces painted. For an additional fee of \$25 per hour, the artist will obtain the services of a qualified assistant. The presence of an assistant allows the artist to concentrate fully on the fantasy makeup process, and thus maximizing the number of faces painted. Place your initials here if you want to fund this extra help: \_\_\_\_\_.

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

**Name of the Contact Person and/or Client:** \_\_\_\_\_  
**Phone number:** (    ) \_\_\_\_\_  
**Name of the organization or business:** \_\_\_\_\_  
**Phone number:** (    ) \_\_\_\_\_  
**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

You can send this contract signed to: Nuria Vega Moffat, 1 Book Ct. Madison, WI 53713