



Contract for Fantasy Makeup Services

Client

Name of contact: _____
 Company or organization name (if applicable) _____
 Position: _____
 Address: _____
 Mobile phone: _____ E-Mail address: _____

Event Details

Date (s): _____ Face painting hours: _____
 Event name: _____ Event hours: _____
 Contact on site on the day of the event: _____ Cell. phone: _____
 # of people to be painted: _____ Age range: _____ Party Theme: _____
 Name of the person being recognized (if applicable): _____ Age: _____

Type of Venue (Please fill in the boxes according to previous communications)

Indoors *A well-lit space is requested (preferably near an outlet).*
 Outdoors *A shelter will be provided by the client to protect the artists and their belongings.*
 Setup: One large rectangular table will be provided Artists will bring their supplies
 Two chairs per artist will be provided Artists will bring chairs
 One tent (or shelter) will be provided Artist will bring a tent (for an extra cost*)
 Volunteers to help with line control will be provided: 1 volunteer ____ 2 volunteers ____

Event Location

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

Billing Summary (A \$50 retainer fee is required to secure the date and time).

Cost per artist: \$100 for 2 or more Hrs. \$175 for 1 ½ Hrs. and \$140 for 1 Hr. Mileage may be required for trips of 15 miles or more (0.57 cents/mile). *The extra cost if artists have to bring their own canopy to the event is \$50. Please check an option A, B, C, D or E according to previous communications:

- A. ___ Regular fee
- B. ___ Discounted fee offered by MetamorFaces. Total discount offered: \$ _____
- C. ___ A fee to cover supplies: (\$30 per hour). Total amount for supplies: \$ _____
- D. ___ Service free of any charge
- E. ___ In-kind donations (describe): _____

*If C, D or E, the client **MUST** include MetamorFaces in all promotional communications*

Add the following (if it applies): #of miles: _____ & cost: \$ _____ Parking: \$ _____ Canopy: \$ _____
 Line manager (\$25 per hour): \$ _____ **TOTAL BALANCE: \$ _____**

Name: _____ **Signature** _____ **Date** _____

(Please sign again at the bottom of page 3, after reading "Terms and Conditions")



Nuria Vega Moffat
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metamorfacesfantasymakeup@gmail.com

www.metamorfaces.org

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 MetamorFaces receives a 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 set date. If the event is cancelled without a two-week notice, a \$50 cancellation fee is required.
- 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. MetamorFaces 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. Metamorfaces and the artists are not responsible for reactions should a parent insist that their child be painted.

Safety First:

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

Breaks:

- After working for two hours, a ten minute break could be taken. The artists 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 expressed permission by the artists, even in their absence.

Stop Time:

The artists are only obligated to paint for the duration indicated on the contract. The client may request that the artists continue to paint beyond the duration of this contract, however the artists reserve the right to decline an extension without penalty. Extensions are billed at \$50 per half hour to be paid by the client at the time of the request, or at a cost of \$5 or \$10 per face, depending on the designs, paid by the guests (with the client's permission), if the artists are willing and have extra time available.

Working Conditions:

- The client is liable for damages and the artists reserve the right to discontinue services if faced with a situation that poses a threat to them, their supplies and/or property and the client fails to properly remedy this situation to the artists' 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 artists reserves the right to not paint subject matter than is offensive, objectionable and/or disturbing. When in a public venue, the artists will only paint portions of the body that can be lawfully exposed in public. In private, the artists reserves the right to not paint any areas of the body they don't feel comfortable painting.

Photography:

- The artists may desire to take photographs of their artwork for their portfolio, their professional Facebook page, their website and/or other business usage of MetamorFaces. In this instance, the artists may bring individual photo release forms for parents to sign or just ask for their verbal approval. If you would like to grant the artists permission to do this, please initial _____.

Lines:

- If there is a long line and the closing time is near, the artists will paint or write numbers on hands or hand out numbers to the persons in line and will place a sign on the last person to stop the line. This will be done about 30 minutes before closing time. 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 MetamorFaces may be able to obtain the services of a qualified assistant. The presence of an assistant allows the artists 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 person signing: _____ **Title:** _____

Phone numbers: () _____ () _____

E-mail address: _____

Signature: _____ **Date** _____

How did you learn about my services? _____

Make checks payable to: MetamorFaces LLC
You can send this contract signed along with the retainer fee to:
Nuria Vega Moffat, 1 Book Ct. Madison, WI 53713
 (Please let her know by e-mail or phone when it was sent)