



3033-941-5398 Leigh@mobilepottery.com

Mobile Pottery Party Agreement w/Guide

Name _____ Date/Time of Event _____ @ _____

Phone _____ Email: _____ # of Guests _____ Deposit _____ (PP_cc ck cs)

Type of Event and age range (birthday party, etc) _____

Location of Event _____

Items Ordered _____ Price Each _____

PLEASE READ THE FOLLOWING BEFORE SIGNING: \$75 party guide fee per 50 guests.

1. All catalog orders require full payment in advance. Orders must be placed a minimum of one week before your event. Payment is non-refundable, however if all items are not painted, you may request a credit for a future event. Credit is good for one year.
2. In-stock bisque orders require a deposit based on the size of your party. A \$100 deposit or \$15 per person, whichever is greater, will be collected at the time of booking and applied to your purchase. The final bill will be payable/adjusted the day of the event.
3. MPS (Mobile Pottery Studio) will arrive approximately 30 minutes prior to your event to set up. We help with paint dispensing, questions and guidance.
4. MPS provides all bisque ordered, cups, palettes, brushes, glazes, color charts. Aprons, disposable table cloths and stencils/stamps are available upon request at no charge.
5. MPS suggests that you ask your guests to come prepared to paint. MPS is not responsible for client spills/clothing. All ceramic glazes are water based and wash out easily. They do not stain!
6. All painting will begin no later than 15 minutes after designated start time. 1 hour(kids) and 1 ½ hours(adults) of painting time is included. Additional paint time can be purchased at \$30/hour.
7. MPS will clean up painting area, take away all pottery to be glazed/fired.
8. Free delivery with a minimum \$100 order, within 10 miles of MPS (I-25/Hampden).
9. Finished pottery will be glazed/fired and ready within 7 days, and MPS will notify Host when ready (usually within 2-3 days).
10. Party will be confirmed with signed agreement and Payment. Confirmation email will be sent.

Signature of Party Host

Date