

## Art Splash Atelier Party Information & Guidelines

Our party times can be booked at anytime as long as the time slot is available.

A \$50 deposit is required to secure your reservation two weeks before your party. This amount will be applied to your bill on the day of the party. In case of cancellation, the deposit is non-refundable.

1. The parties will be held in the party area for a maximum of 2 hours. The party area will be ready at the latest 10 mins before start of your party. The party assistant will be responsible for the art instruction and supervision.
2. Art Splash Atelier has deals with a local pizza supplier if a pizza menu is an option for your party. Pizza will be ordered for you at the beginning of the party if you purchase the "food & drinks" option. **A necessary reminder that all paper goods, plates and napkins must be brought in by the party host.** Cake slicers and candle lighter will be available if necessary. To avoid spills, we ask that you please NOT bring in drinks that need to be poured; Juice boxes, cans or plastic bottles are recommended. ALL FOOD AND DRINK must remain in the party area at all times. Should you choose to bring in an ice cream cake, please arrange a cooler as a freezer is not available.
3. Our parties have a DROP-OFF policy. Only 6 non-participating adults can stay in the party area. Due to space restrictions non-participating guests cannot hang around the party area, but they are more than welcome to stay and enjoy our atelier. **The host of the party is responsible for alerting the non-participating guests about the drop-off policy.** Party host will be charged \$5 for each non-participating guest over and above the 6 permitted.
4. If additional decorations are to be brought in\*, please note the following safety restrictions: *\*Additional decorations are not required as the atelier is already decorated\** Balloon bouquets are required to be securely anchored to a weight. Balloons MUST NOT be handed out during the duration of the party and CANNOT be tied to the individual chairs.
5. Please refrain from handing out party favour bags during the party. It is beneficial for you to hand them out as guests leave the party. We recommend that you avoid bouncy balls and/or Frisbees as you are liable for any damages within our atelier.
6. The art pieces will be ready for the HOST parent to pick up:  
For Ceramics will be glazed, fired, and ready for pick up after approximately 1 week.  
Clay Items will be ready for pick up after approximately 2 weeks due to longer process.  
Mosaic projects will be ready for pick up after approximately 1 week.  
Canvas paintings can go home with the guests immediately after your event.  
**\*Please note individual guest pick up is not allowed\***
7. Appreciate your party assistant's job well done? Let them know by tipping them. Tips can be added to your transaction when settling up your payment. If your party assistant performed below your expectations please let us know by email ([artsplashatelier@gmail.com](mailto:artsplashatelier@gmail.com)). Email feedback will be kept confidential.
8. Bring your cameras and share your party with us on facebook/insta @artsplashatelier

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### A quick breakdown of your fun night!

#### Upon Arrival:

- It is HIGHLY recommend that guests arrive 10 minutes before party schedule. The party area will be ready 10 min before schedule, therefore any early guests cannot go to the party area.
- The area will be set up for the number of guests given to us as the final count. **Please call the day before to confirm your numbers.**
- As party guests begin arriving, they will decorate their own bags that will contain their art creations when they are ready for pick up.

#### During the Party:

- Instruction by the party assistant will begin when all party guests have arrived. During the instruction period please do not converse so your artwork can come out looking the best it can.
- Painting and fun creating times will vary due to the age group of the guests and the package chosen.
- Once creating time is over, supplies will be cleaned/put away.
- After clean up, party assistant will give the party host space so food, cake, and gift time can begin.

#### After the Party:

- This is the time where you should hand out your party favours.
- The party host can handle their payment at this time.