

MERRY HEART ENTERTAINMENT QUOTE FORM PLEASE COMPLETE AND EMAIL/SCAN TO MERRYFACEPAINT@GMAIL.COM

Bill to:
BILLING/MAILING ADDRESS (for thank you, refunds, etc)

INVOICE # (OFFICE USE): _____

Retainer Payable to: Kathy Rollwage
 Merry Heart Face Painting 3916 Cedarwood Ct
 Arlington TX 76017 merry.heart.fp@gmail.com
 817-501-5342 Please note invoice #..

Event details Date: Start Art Time: Art End Time: Venue Name & Address Event Contacts: 1) 2)

FOR TAX PURPOSES WE PREFER TO HAVE THE RETAINER AND ARTISTS PAID SEPARATELY. IF THIS IS NOT POSSIBLE, PLEASE LET KATHY ROLLWAGE KNOW. I CAN PROVIDE SEPARATE INVOICING FOR EACH ARTIST. **RETAINER PORTION IS DUE UPON RECEIPT. THIS SECURES OUR SERVICES.** CONTACT INFO WILL BE PROVIDED FOR EACH ARTIST PRIOR TO THE EVENT AND A PRIMARY CONTACT WILL BE GIVEN. THE PRIMARY WILL CONTACT NAME ABOVE TO CONFIRM ALL INFORMATION PROVIDED IN QUOTE FORM/AGREEMENT.

KATHY ROLLWAGE IS PRIMARY CONTACT REGARDING BILLING AND HIRING OF ARTISTS.

# hours	# Artists	Description	Rate	Total
		Face Painting		
		Balloon Twisting		
		Glitter Tattoos		
		Other Please Specify		
		TOTAL		
For office use	Retainer portion – required to secure services			
For Office Use	Balance to be paid prior or day of			

PLEASE DO NOT CONTACT THE ARTISTS DIRECTLY TO ASK FOR QUOTES AND FUTURE GIGS.

Mailing Address for retainer/payment in full by check or money order:

3916 Cedarwood Ct, Arlington TX 76017

Payable to: Kathy Rollwage

Balance to be paid to individual artists upon arrival UNLESS already prepaid.

IMPORTANT:

AN EVENT IS NOT SECURED/RESERVED UNTIL THE RETAINER IS PAID. If you have not paid the retainer, your event has not been confirmed on our schedule. Please contact Kathy Rollwage merry.heart.fp@gmail.com if you have any questions about this step. 817-501-5342

Please sign the form below and return entire document with your payment.

Invoice & Service Agreement

Liability Statement:

- Although we only use FDA approved and safe for skin products, the artist is not liable for allergic reactions to makeup products/"paints". It is the parent's responsibility to notify the artist if their child has sensitive skin. For safety reasons, artists will not paint on children under two years old.
- For sanitary reasons, artist will not paint anyone who is or appears to be sick or be suffering from: cold sores; conjunctivitis; any infectious skin condition; eczema; inflamed acne; or open wounds. Artist will use reasonable care, but is not responsible for damage to clothing or property.
- Artist will not supervise children. Their behavior and safety is the Parents'/Hosts' responsibility. Artist cannot watch other children while he/she is painting.
- Artist has the right to refuse service to anyone. Artist has the right to refuse to paint offensive material (such as 'gang' tattoos or symbols/pictures with 'double meanings'; offensiveness to be determined solely by the artist) and an alternative design will be offered.
- KATHY ROLLWAGE/MERRY HEART ENTERTAINMENT has the right to cease painting and leave the premises due to extreme or hazardous weather conditions, such as severe rain, thunderstorms, tornado watches, etc

Exclusivity:

Client agrees that **KATHY ROLLWAGE/MERRY HEART ENTERTAINMENT** will be the sole provider of face painting services at said event. In the situation where "volunteers" are issued, they will be best utilized for line management, not for face painting. We will not provide face painting products or supplies for volunteers, or any other persons use.

Photo Consent & Release:

By having your Guests' face painted and photographed, permission is thereby granted to use images for the painter's portfolio, marketing materials such as print, website or other publications. No names are ever revealed. If for any reason, you do not agree, please inform the artist and privacy will be respected. Generally, we take photos of every child's painting/glitter tattoo and share with you via Facebook. This is a free service, so that the painting can "last a lifetime".

Cancellation, Rescheduling & Event Changes:

- Should Client for any reason cancel or postpone, there will be a cancellation fee of \$25 for each date cancelled or postponed.
- Client agrees to notify **KATHY ROLLWAGE/MERRY HEART ENTERTAINMENT** immediately upon any changes to the date/time/location or any other pertinent information regarding this event, and understands that failure to notify **KATHY ROLLWAGE/MERRY HEART ENTERTAINMENT** of these changes will not void this agreement, and may result in forfeiture of the retainer fee.

Payment/Bank Checks Policy:

At this time we can only accept Company/Corporate/PTO/PTA checks. For NSF checks there will be a \$45 fee for returned checks, plus the amount of the check. Make check payable to: **KATHY ROLLWAGE/MERRY HEART ENTERTAINMENT** UNLESS INSTRUCTED DIFFERENTLY. Most of our artists prefer to be paid in cash. If you need to make other payment arrangements, please advise ahead of the event.

Parking / Face Painting Location:

- Parking must be provided for the artist(s) closest to the event location, so that equipment may be unloaded. The Client will reimburse the artist for any parking fees, or provide parking validation. Provide details of where artist(s) may unload.
- Please do not place the artist(s) near speakers or stages, as they will need to converse/communicate with Guests.
- Keep in mind that long lines may form while Guests wait their turn. Please place artist(s) in a location that can accommodate lines.

Amount of Faces Painted:

- Artist(s) typically average 10-15 quality painted faces per hour, depending on the designs - which may not include "full faces". We cannot guarantee that all guests/children will be painted and may have to cut off the waiting line 15 minutes prior to our end time, so that we may proceed to our next appointment. *

***OVERTIME: Overtime cannot be guaranteed, unless prior arrangement has been made to secure that time. Overtime rates are generally \$80 for one hour or \$45 for half hour increments - per artist. Overtime should be authorized in writing, at the event if arranged on site. Please text or email Kathy Rollwage with event info and time authorized.**

Invoice & Service Agreement

Balance due in cash (not check) on the day of the event: CHECK IS FINE FOR BUSINESS OR WITH PRIOR APPROVAL FROM ARTIST(S). Any credit/debit card payments should be arranged minimum of 3 days prior to event.

Due to unfortunate problems which have arisen with non-sufficient bank checks, we will require cash for the balance due. However, in the instance of a corporate or business event, we will accept corporate checks.

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

Client Signature [If sending Agreement electronically, type in your name as signature]:

SIGNATURE

:

DATE

**Please sign and date the agreement and mail or email it back to
KATHY ROLLWAGE/MERRY HEART ENTERTAINMENT immediately.
Your event day(s) will only be held for three (3) days without the signed agreement.**

**817 501 5342
Merry.heart.fp@gmail.com**

**Thank you for selecting KATHY ROLLWAGE/MERRY HEART ENTERTAINMENT
and we look forward to your event!**

ADDITIONAL INFORMATION:

What to expect for Merry Heart Face Painting for your event:

1) Once the retainer fee is paid, you will be given the contact information of the artist(s); THE ARTIST WILL MAKE AN INITIAL CONTACT upon confirmation of the event (payment of the retainer) to confirm basic event details (# of contact day of event, location, date and time).

Note: Kathy Rollwage will still be your primary contact at all times and should be included in all communications; but you may contact the artists directly if you need to. Any future bookings should be coordinated through Kathy Rollwage..

2) Face Painters and Glitter Tattoo Artists will usually arrive 30-45 minutes ahead; Balloon Artists generally only need 5-10 minutes.

3) The artist(s) should contact by phone or email a day or so ahead of the event to firm up all the details (ie inclement weather plans) etc.

4) The artist(s) brings their own supplies (paints, brushes, even water most of the time) and can also bring their own table and chair(s), if there is ample room.

5) They will be courteous, well-mannered and modestly dressed.

6) The artist(s) will take lots of photos and shared after the event.

7) Promotion of your event via Facebook and even happy to create a flier for your event (you can provide pics and details that you might want – simply email to merry.heart.fp@gmail.com)

How you can help US get the most for your entertainment dollars:

Have the artist in a spot against a wall (this allows us to put our table against a wall, and helps eliminate little fingers poking at our paint supplies – the spread of germs). A spot for electricity is a bonus, so that our camera phones can be kept charged.

Have an assigned helper designated to manage the line; this is especially important at large school or public events or if you have other activities going on (jewelry making, art projects, outside events while the painter is inside, etc.)

The artist should be in a well-lit spot (so she can see what she's painting. ☺).

If possible the ARTIST should be setup in a cool in the summer/ warm in the winter location. If at all possible, electricity for plugging in fan and phones.

Let the artist know if you want/don't want overtime before they get started. Ideally days ahead, since many times we will have an event right after yours.

If you have not already paid in full, please pay the artist upon arrival; This way, they won't have to interrupt you/locate you for payment when it comes time to leave and they won't work overtime that you have not authorized.

Provision of table and chairs, allows for a quicker setup time.

Please save us a parking spot; this is especially important at big public events. If there will be parking fees, parking issues, please let the artist know ahead of time and have a plan

On outdoor events, please have a backup plan for inclement weather. Our artists secure your event, turning town others that may come their way, and so all retainers/paid amounts cannot be REFUNDED. HOWEVER, we are happy to RESCHEDULE to a mutually agreed upon date.

Contact us immediately with changes to contact info or date/time of the event.