



# First City Art Center Group & Birthday Party Package

## Custom Art Parties- Painting, Drawing, and More!

Let one of our creative FCAC art instructors design a unique art project that fits the theme of your party!

### Age 3-5

15 Maximum Participants (minimum of 8). The instructor will lead a 45 min to 1-hour project. The cost of the art party including art supplies is \$225 plus a \$50 reservation fee. The reservation fee covers a 3-hour reservation of the classroom space and admin support to host the party, and must be paid to secure the date.

### Age 6-13

20 Maximum Participants (minimum of 10). The cost of the art party including art supplies is \$225 plus a \$50 reservation fee. The reservation fee covers a 3-hour reservation of the classroom space and admin support to host the party, and must be paid to secure the date.

## POLICIES:

- The instructor is responsible for leading the art project, not hosting the party or planning additional activities.
- FCAC Staff are not responsible for setting up, decorating, or cleaning up food/party supplies. The teacher will clean up anything related to the art project.
- You may bring in your own food; please dispose of your food trash, and do not leave any food in classroom.
- The space must be swept, tables must be wiped, and any spills cleaned up.
- The space must be returned to its original set-up if any chairs, tables, etc. were moved by the group.
- Please have minimal adults and young sibling in the room while the children are doing the art activity. Chairs can be set up outside the classroom, parents can visit our art gallery, or watch artists work if they are in the glass blowing studio. Overcrowding and background chatter can be overwhelming and distracting.
- The reservation fee must be paid to secure date, and full payment must be made at least 5 days prior to date.
- Cancellation Policy:** If you cancel your party 14 days prior to your event, you will be refunded the full amount paid minus the \$50 reservation fee. Up to 5 days prior to your event, you will be refunded 50% of the amount paid minus the reservation fee. If you cancel your party within 48 hours of your scheduled event date, no refund will be issued.

## AGREE TO THE POLICIES: YES/ NO

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Signature

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Date

## **Group & Birthday Party Package Info Sheet**

**Date Submitted:**

**Name:**

**Phone number:**

**Email address:**

**Description of Class or any Special Notes:**

**What is the theme or type of party?:**

**Number of Children Attending:**

**Age Range of the Children:**

**If a birthday party- what is the name of the child?:**

**Requested Date:**

**Requested Time:**

**\*You will be contacted after submitting your application for the reservation payment.**

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**Mail or deliver application to:**

First City Art Center  
1060 N. Guillemard St  
Pensacola, FL 32501

**Email Application to:**

[create@firstcityart.org](mailto:create@firstcityart.org)