

MACLARENARTCENTRE

Birthday Party Guidelines and Agreement

2023-2024



MACLARENARTCENTRE
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Education Officer
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General Information for Birthday Parties at the MacLaren Art Centre

Schedule

- Participants will enjoy two hours of party time, which includes a fun, interactive guided tour of the galleries and a hands-on art-making activity led by a professional artist.
- There will be a scheduled break during which children can have food/snack; a cake and open gifts (up to 30 minutes). If families plan to order food for delivery, please arrange this ahead of time and let the instructor know the time of the delivery.

Here is an example schedule for your reference:

1:00-1:30 pm – Birthday party set

1:30-2:00 pm – Party Hat Activity

2:00-2:15 pm –Tour of galleries

2:15-2:45 pm – Food and gift opening break

2:45-3:30 pm – Art activity

3:30-4:00 pm –Clean up

Set up & Resources

- The MacLaren Art Centre will provide the set-up of chairs, tables and art supplies. If you have any special requests, please let staff know ahead of time.
- Families are allowed access to the room to set up one half-hour before the event is scheduled to begin.
- **Please note:** Our event policy prohibits the use of lit birthday candles, confetti or decorative glitter. Absolutely no tape or adhesive is allowed on any floors or walls.

Cost & Payment

- A \$250 flat rate fee is charged for parties for up to 12 children (ages 5-14 years old). A minimum of three adults are required to stay with the children, providing additional supervision support for the art instructor.
- Larger parties may be accommodated upon request, with additional fees charged for extra participants.
- A 50 percent (\$125) non-refundable deposit is required on booking. The balance of the fee is due on or before the date of the birthday.

Please note: Birthday parties held in the Carnegie Room during public hours must adhere to MacLaren's Accessibility Policies, allowing visitors unlimited access to view the art in that space.

Rules and Regulations:

1. No smoking is permitted in the building or in the courtyard.
2. Absolutely no food or beverages are permitted in the art galleries on the second floor and lower level.
3. Absolutely no open flame, confetti or decorative glitter is permitted in the building, courtyard or anywhere on the grounds.
4. Absolutely no access to any office space or related equipment.
5. Absolutely no tape or adhesive material will be allowed on any floors or walls.
6. Absolutely no alteration to the space is permitted.
7. The MacLaren Art Centre reserves the right to exhibit works of art in the event space and/or physically alter the location(s) (e.g. paint walls, etc.) for gallery programming.
8. The MacLaren will not be responsible for personal injury or damage, nor the theft or loss of clothing or equipment of the Applicant or anyone attending on the invitation of the Applicant.
9. All Applicants must comply with Federal, Provincial and Municipal By-Laws.
10. The Applicant shall be responsible for the conduct and supervision of all persons admitted to the premises for the event/during the rental period and shall see that all regulations contained in the Rental Agreement are strictly adhered to.
11. All exits must be kept free from obstruction in case of fire.
12. All Applicants are asked to perform a basic clean up after their event. Failure to comply may result in the applicant being charged for cleaning services.
13. The applicant agrees to pay for any damages arising from the use of the premises, and he/she agrees to observe all regulations of the MacLaren as outlined in this Agreement.

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Booking Agreement

Applicant		Number of guests	
Mailing address			
Phone		Email:	
Date(s)			
Start time		Art Activity	

Payments	Cost	Date received	Employee signature
50% deposit	\$125		
Remaining fee	\$125		
<i>Cost for additional children</i>	\$20 per child		
Total cost:			

Confirmation

My signature, hereunder, confirms that I have read and understand the regulations of this agreement and I hereby agree to abide by them.

Birthday party date _____ Name of parent or guardian _____

Date of deposit _____ Signature _____

Deposit received _____ Date _____

Approved by _____ Date _____

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