

**MACLARENARTCENTRE**

**Birthday Party Guidelines and Agreement**

**2023-2024**



**MACLARENARTCENTRE**  
Christina Mancuso  
Education Officer  
705-720-1044 ext.234  
christina@maclarenart.com

## **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 \$300 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.
- Additional participants at \$25/child for up to 20 maximum.
- A 50 percent (\$150) 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.

# MACLARENARTCENTRE

## Booking Agreement

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

<b>Payments</b>	<b>Cost</b>	<b>Date received</b>	<b>Employee signature</b>
50% deposit	\$150		
Remaining fee	\$150		
<i>Cost for additional children</i>	\$25 per child		
<b>Total cost:</b>			

### 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 \_\_\_\_\_

**MACLARENARTCENTRE**  
Christina Mancuso  
Education Officer  
705-720-1044 ext.234  
christina@maclarenart.com