



## FAQS: TRAVELING ART EVENTS ART WITH KYM

### How do I book a private art party/event?

Complete the required **PARTY REQUEST FORM** found on the 'Private party' page at <https://www.artwithkym.com/private-parties>

**What ages can participate?** All ages are welcome! Kym is a licensed K-12 art educator and has experience with all ages. However, age 6 is the general cut off age. Participants younger than age 6 will need extra adult supervision and guidance during art making. \*\*Kym develops all projects based on the needs of each group and what she thinks is developmentally appropriate.

### How many people can or must participate?

A \$200 minimum is required to host events in which Kym must travel. A \$100 minimum must be met if hosting at the ART WITH KYM STUDIO.

\*\* Kym must be notified before the 48 hour mark of your party date of an official head count. The final number given, is the amount that will be charged the day of your party. Add-ons are welcome at party time however, 'no shows' are non-refundable after the 48 hour confirmation period.

**How many people can you teach in one single event or session?** Kym can accommodate up to 50 people in one session. More than one session can be scheduled in one day if needed for larger events.

**How do I secure my date and time?** Kym requires a \$35.00 security deposit sent in the form of a check within 7 days of your inquiry. Kym will notify you once she has received your check. That \$35.00 will be taken off your final payment the day of your party so long as

your required minimum is met and no cancellations have been made.

**What types of groups/events can host an art making event/party?** ALL KINDS!! Birthdays, bridal groups, Scouts, showers, fundraisers, reunions, school groups, friend gatherings, church groups, youth groups, camps, businesses, team building, sports groups, clubs, etc...

**What projects can my group choose to create?** Visit Kym's **PROJECT MENU** to check out the different types of projects that are available for your group. If you have a theme for your event, let Kym know and she will create an example of the project ahead of time.

Also, check out Kym's Facebook Page and **PROJECT GALLERY** at [www.artwithkym.com/projectgallery](http://www.artwithkym.com/projectgallery) to see what previous groups have created. Kym also, loves to see and hear your own ideas so, feel free to share them with her!

**Where can I host a party & how far will you travel?** Host your party at a location of your choice including your own home, school, church, fundraising event, local business, etc. Kym will travel to you with all art supplies for your project!

All parties must be within a 50 mile radius of Oconomowoc, WI and a travel fee will be required based on your location. This fee is due with your final payment at the time of your event.

### TRAVEL FEES:

10 mile radius: \$10.00

11 - 20 mile radius: \$20.00

21 - 30 mile radius: \$30.00

31 - 40 mile radius: \$40.00

41 - 50 mile radius: \$50.00

**Is there anything that I need to provide for my event?** Yes. You must provide adequate table top space and chairs for your guests to work. If hosting your event at a public location, it is your duty to reserve a space and check all rules that they may have for your group ahead of time. Kym does not provide table coverings or is responsible for any mess or damage created by participants.

**What do you provide for art events?** Kym will provide all necessary art supplies for your group. Supplies vary per the project you choose. For painting projects, Kym does provide smocks.

**How long does an art event last?** The art making will vary in time due to your project choice and amount of participants. Kym will determine the time range after the age of the group is provided and your project is chosen. Events can range from 1.5 hours to 3.5 hours max.

**Do you do all of the set up and clean up?** Yes. Kym will arrive between 30 - 60 minutes before your event to set up all art supplies. Please, have your work space ready to go and directions for unloading and parking for Kym in advance. Kym will clean up all messes created on behalf of the art making process.

**What if I must cancel my event?** Please, notify Kym at least 48 hours in advance of your cancellation. Your \$35.00 deposit is non-refundable under any circumstances. If a new time and date can be mutually agreed upon at the time of your cancellation, your original \$35.00 deposit may be re-used for your new date. Make-up dates requested at another time (after the 48 hour cancellation period) will require another security deposit.

**What if my participants run late and the event does not start on time?** Kym will allow a 10 minute wait period for all participants to arrive. If participants have not arrived within that period, the project will begin. Depending on the amount of participants, those who are behind, are responsible for getting themselves caught up.

In the case that an entire group is running late and Kym must wait more than 10 minutes, a \$5.00 fee will be required for every 5 minutes Kym must wait to begin. Kym will still try her hardest to get the entire group finished at an appropriate time.

**What forms of payment do you accept for private parties/events?** Kym only accepts cash or check for private events. Your security deposit is due within 7 days of your date request in the form of a check and the remainder of your total is due at the time of your party in cash or check.

\*All checks can be made out to Art With Kym

**How do groups pay with participants paying individually?** The host is responsible for collecting all participants money. The amount must total the correct amount that was given to Kym at the 48 hour confirmation period. Remember, ad-ons will be accepted to the final amount. The host may write out one check or pay with the individual cash and/or checks provided by participants.

**How do fundraisers work?** Make sure to visit <https://www.artwithkym.com/group-fundraisers> to complete your FUNDRAISER REQUEST FORM.

Canvas painting is the only project option for fundraising events. Kym will donate \$15.00 from each participant to your group or cause! Projects chosen for fundraisers must equate to a \$35.00 value or more per participant.

A \$500.00 minimum is required to host a fundraising event. Group leaders are responsible for collecting all money in advance. Your method of fee collection is up to you. One check is due to Kym at the beginning of your event. Kym will write a check in the name of your group or charity at the end of your event with your cut of the total profits.

If the host does not fore-see the required minimum being met at the 48 hour confirmation period, Kym does have the right to cancel the event. In the event of cancellation, the host is responsible for all refunds to participants.

A confirmed total of participants must be given to Kym 48 hours in advance. That is the total owed to

Kym at the beginning of your event. Ad-ons are welcome leading up to and the day of your event. The money collected from late registrants can be added on to the former total. Individual cancellations will not be accepted after the 48 hour confirmation period. Hosts are responsible for understanding the 50 person maximum per session and must keep track of number of participants signed up. If more sessions need to be scheduled, we can do so.

**The \$35.00 security deposit and travel fee is still applicable for fundraising events.**

**Is Kym responsible or liable for any unsafe behaviors performed by participants or damage of property and/or clothing created by participants with the provided art supplies?** No. Kym is not responsible or liable for the actions of any group's participants. Art can be messy and participants and business owners must be notified of that by the host before participating. Kym will do her best to teach everyone how to properly and safely use supplies and materials at the beginning of the session. In the case of canvas painting projects, Kym does use acrylic paint which is not always washable. Participants are advised to wear clothing that they would not mind if paint got on it. Remember, smocks are provided by Kym. ***All events in which participants are under the age of 18 must be accompanied by at least one adult.***