



## Birthday Parties

d'ART Center offers a wonderful and unique learning environment for your child's next birthday party. The art room provides an open artistic place, where children can work and play towards an exciting goal. The room is equipped with tables and chairs with seating for up to 25 children. d'ART Center will help put you in touch with a qualified Artist to better help you with your arts and crafts projects. A d'ART birthday party is both fun and rewarding. *Come and get your hands dirty with d'ART and keep your house clean!*

### ***The Essentials:***

- **Size:** Up to 25 children
- **Supervision:** Parties must be supervised by adults in addition to the artist. We suggest two adults for every ten children.
- **Cost:** **\$60.00** facility rental for two hours, plus additional costs for artist and materials based on the project and your group's size. Any refreshments and decorations are also at your additional expense.
- **All the Extras:** Food, cake and decorations of your choice are welcome. You are responsible to clean-up after your party.
- **d'ART Center Artists:** Our artists have experience in teaching children. They can help you decide on the perfect art project for your child and their guests. Our artists can also help with decoration and food ideas. They have worked with many parents and children to create great birthday memories.
- **Hours:** A minimum of 2 hours during operational hours is recommended for your party. d'ART Center is open Tuesday-Saturday, 10AM to 6PM, and Sundays 1-5PM. Some extended length, within operation hours, may be permitted. Your artist will suggest an appropriate amount of time for the desired project.
- **Parking:** Convenient parking is available at Waterside Parking Garage (behind the Marriott Hotel or the Main Street Garage and we are two blocks from MacArthur Mall. The lot is open on the weekend; metered spaces must still be paid for.

**For more information or to book your party, please call 625-4211.**

# d'ART Center Birthday Rental Form

Type of Event: \_\_\_\_\_

### Event Information

Contact Person: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Phone: \_\_\_\_\_

Time: \_\_\_\_\_ to \_\_\_\_\_

Billing Address: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

\_\_\_\_\_

d'ART Classroom (2 hours)

E-Mail: \_\_\_\_\_

Name & age of guest of honor: \_\_\_\_\_

**ARTIST/ Art project:** \_\_\_\_\_

### **Birthday Guidelines**

- All catering and food service must be provided by and at the expense of the sponsor.
- No alcohol beverages permitted except by special arrangement with d'ART Center.
- Premises must be left in clean and orderly condition.
- Premises must be vacated by \_\_\_\_\_ P.M.
- Sponsor must provide any special security services required.
- Payment is due when contract is signed, prior to scheduled event.
- Sponsor agrees to indemnify and hold the d'ART Center harmless from and against any and all risks, costs, expenses, and claims of every kind arising from or in connection with the sponsor's event.
- Sponsor agrees to pay, on request of the d'ART Center, or to reimburse the d'ART Center for the cost of repairing all damage (ordinary wear and tear excepted) to the premises, including all works of art, occurring during or arising in connection with event.

Seminars/meetings/parties/similar activities: Per Hour \$\_\_\_\_\_ Per Day \$\_\_\_\_\_ Per Event \$\_\_\_\_\_

As sponsor, or a representative there of, I am authorized to reserve space for the event described above. I understand that charges for this space will be processed, unless this reservation is cancelled in writing no less than ten (10) days prior to the date of the event. I have read and acknowledge of all the charges and conditions set forth on this form and as sponsor agree to abide by all conditions of the Center. As sponsor I agree to reimburse the Center for all loss and/or damage caused by the sponsor, its agent, and invitees.

Agreed to:

Confirmed:

\_\_\_\_\_  
*Signature of Authorized Sponsor*

\_\_\_\_\_  
*For the d'ART Center*

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please contact the d'ART Center to confirm availability of rental date and time.**

**Please return signed form to the d'ART Center, 208 E. Main St., Norfolk VA 23510  
Phone: 757-625-4211, Fax: 757-965-4091, [www.d-artcenter.org](http://www.d-artcenter.org)**