ART PARTIES AT MRAG
MEMORANDUM OF UNDERSTANDING

Thank you for choosing to have your child's party with us at *Maitland Regional Art Gallery (MRAG).* We aim to make the day as enjoyable, creative and educational as possible for your child and their friends. This document outlines the financial agreement undertaken by you *(the second party)* and by *MRAG.* It also allows both parties to sit together and discuss a plan for the event that suits you.

Please read this document *carefully* before signing.

Date of party: _____ Time: 10.30 am - 12.30pm ☐ 2pm - 4pm ☐

Theme: (*please tick one*) Fairy ☐ Dinosaur Day Out ☐ Raging Robots ☐

Mad Hatter's Tea Party ☐ Princess ☐ Pirate ☐

CONTACT DETAILS:

1st Person:

Maitland Regional Art Gallery
230 High St Maitland NSW 2320
or PO BOX 220 Maitland

Contact:
Anna Buxton Soldal *or*
Maree Skene
(02) 4934 9859
artgallery@maitland.nsw.gov.au

2nd Person:

Name of parent/care-giver: _____

Address: _____

Phone: _____

Email: _____

Child's name and DOB: _____

Party Theme: _____

Total No. of Guests: _____
(inc. birthday child)

RESPONSIBILITIES:

MRAG IS RESPONSIBLE FOR:

1. All art materials
2. Co-ordination and planning of event
3. Provision of themed invitations in digital or printed format
4. Provision of party decorations
5. Party host/s
6. Packing up and cleaning away of party materials

PARENTS AND/OR CARE-GIVERS ARE RESPONSIBLE FOR:

1. Sending out invitation and collecting RSVPs
2. Providing a minimum of two (2) adult guests in an assisting supervisory role on the day
3. Providing catering for the party and any plates, cups & serviettes needed for party food
4. Confirming final party numbers by 2 weeks before party
5. Obtaining permission from parents of party guests to be photographed at MRAG during party.
   (MRAG may occasionally take photos of parties for promotional purposes)

RUNNING SHEET FOR THE DAY

This running sheet is provided as a *guide only.* Our host will ensure that the party runs smoothly and is lots of fun.

Time	Description	Duration
10.00am or 1.30pm	**FOOD SET-UP:** Party room will be available for parents to set up food on tables provided half an hour prior to party starting.	
10.15am or 1.45pm	**ARRIVALS:** Parents and children will begin to arrive at the gallery. Please ask parents to approach the front desk to let staff know they have arrived. The Party will be held in the gallery grounds and the workshop spaces. Parents and children can gather at the party site until the host arrives.	15 mins
10.30am or 2.00pm	**MEET and GREET:** The party host will meet the children at the site of the party. They will introduce themselves and what the plan will be for the day. **GET TO KNOW YOU ACTIVITY:** Games, e.g. duck duck goose.	Up to 20 mins
10.50am or 2.20pm	**FOOD:** Food, mingling...etc	
11.15am or 2.20pm	**ART ACTIVITY 1**	Up to one hour allocated for both activities
	ART ACTIVITY 2	
12.15pm or 3.45pm	**PRESENTS *and* SINGING HAPPY BIRTHDAY:** Birthday Cake will be presented at this time (if required).	
12.30pm or 4.00pm	**GOODBYE:** Party Host will conclude the event and say goodbye to children. The workshop rooms will need to be vacated, however the children and parents are welcome to remain at the gallery until close (5:00pm) if they would like.	

PAYMENT SCHEDULE AND DETAILS

$25 per child; minimum of 11 maximum of 20

Birthday boy or girl FREE!!!

Your party will have _____ guests at a total cost of: $ _____ *(including GST)*

Today you will need to:

Place a 50% deposit to secure your booking. If cancellation occurs less than 1 week prior to the event, this amount is not refundable. The balance of the party fee will be paid on the day of the event. ***Additional children will be accepted only with prior consent from the MRAG staff member co-ordinating your party.***

Notice: If the total amount of children attending changes, you MUST notify the gallery immediately so that we can maintain a safe working ratio of children to party hosts. If the total number of guests reaches 16 or over, an additional assistant host is required.

OCCUPATIONAL HEALTH AND SAFETY NOTES

(a) MRAG Art Parties are conducted primarily in the workshop rooms. Depending on the weather and the specific arrangements of the event, the party may move around the art gallery, and around the gallery grounds. It is requested that all children attending wear clothing that can get dirty and also wear enclosed shoes.

(b) For OH&S purposes, MRAG Art Parties are structured around a predetermined children to host ratio. Additional children must be approved by the MRAG staff member coordinating your party.

(c) It is assumed that the children do not have any allergies or other health issues that will be in any way affected by the above program, eg. allergies to paints or materials.

(d) MRAG is not responsible for any aspect of catering services and catering for the event must be provided by the Hirer. Please note MRAG has minimal kitchen facilities available.

By signing below, you are stating that you understand the nature of the event proposed, and that you agree to the practical and reasonable efforts made by MRAG to ensure that children and guests have an enjoyable and safe visit to the art gallery.

_____	_____	_____
Parent or care-giver	*MRAG representative*	*Date*