

ARTSCOPE ART PARTY GUIDE

In this packet, you'll find the basics about our Art Parties, what to expect, and how to prepare for a great party experience. Take some time to read through to make sure you have everything you need to know!

We're here to make your party an unforgettable and joyful experience! If you have any questions or need clarity, **please give us a ring at 314-865-0060, text 314-314-750-9935 or email info@artscopestl.org**

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ART PARTY OVERVIEW

- Our art parties are geared towards ages 5 - 75+
- Our art parties are usually 2 hrs long maximum
- We have a wide variety of mediums to choose from that can be specifically geared towards the celebrant's interest
- Our staff is entirely made up of local teachers and artists that will lead your lesson
- The celebrant and attendees will be able to walk away with a make and take home project
- We are discovery-led and encourage attendees, no matter the age, to identify and reflect on their interactions with the world around them through the lens of lifelong artistry

ART PARTY SCHEDULE

This is the general schedule of what goes into and makes up our art parties to keep in mind when planning. We like to allow some flexibility to ensure festivities can go as planned.

30min-1hr prep time	Before Party Prep For Teaching Artist
First Hour (60min)	Art Lesson
Second Hour (60min)	Party: Games, Food, Gifts etc.
Last 15-30min	Clean Up & Departure

ARTSCOPE PARTY LOGISTICS

ART PARTY SCHEDULE BREAK DOWN

- We set aside 30 minutes to an hour of prep time for our teachers, who can come in the day before or the day of the lesson to prepare.
- If needed, Parents, Family, Guardians, and Troup Leaders can arrive no more than 30 minutes before the party to set up while our teaching artist is setting up at the cottage. Please be considerate of our artists prep time.
- The party should start at or close to the scheduled time, with the first hour dedicated to the art project / lesson.
- (for child parties) Parents are welcome to hang out in our foyer while the lesson is conducted in our studio. If weather permits, our porch and picnic tables are also a viable area for parents to hang out or set up for the second portion while the lesson is being led.
- After the project, we transition into whatever the client has planned, whether that's food, games, lounging, etc. Again, if weather permits, our porch and picnic tables are open for your use.
- Once there's about 30-15 minutes left, you can start wrapping up the party. Be sure if the party was held outside that you're picking up all trash thoroughly to be respectful of the park.

FOOD, DRINKS, DECOR

- Artscope does not provide or include food, drinks, or decor in our art party services; the client is responsible for bringing and setting up these items if they choose to do so.
- If you require refrigeration, please ask your assigned teaching artist to direct you to it.
- Please keep in mind any potential food allergies of those you are inviting. Artscope is not liable for any cross contamination that may occur.

LOCATION & PARKING

- Artscope is found at the intersection of Arsenal and Tower Grove Avenue.
- Please park your car on W. South Dr, or on Arsenal.
- W. South Drive is a one-way street that runs directly beside our building off of Tower Grove Ave. You can pull in and park all the way up to the “do not enter” sign, or you can enter from Kingshighway and keep right till you see our cottage at the end of the road.
- **IMPORTANT: If you have scheduled a party for Saturday before or around 12pm, depending on the season, there is usually a farmers market until 12:30pm that takes up a lot of parking near the cottage and also blocks some roads surrounding tower grove ave. In this case, we recommend parking on Arsenal, Bent, or Morganford and walking over from there.**

ARTSCOPE SAFETY

EXPECTATIONS

- A parent, guardian, or troop leader should be present / on the premises at all times during a child's art party.
- Whatever adults are present are responsible for their children's behavioral or medical needs.
- Our studio, foyer, and outdoor areas should be completely cleaned and trash disposed of.

WELLNESS

**Artscope staff are First Aid/CPR Certified. Artscope staff are not medical professionals and are not authorized to administer medication.*

- Members should not attend Artscope if you or a child has:
 - strep throat which has not been treated with an antibiotic for 24 hours;
 - any rash or acute onset associated with fever or symptoms of illness;
 - a temporal temperature of 100.4 degrees or higher;
 - persistent vomiting and/or diarrhea in the past 12 hours;
 - head lice;
 - any communicable diseases – chicken pox, conjunctivitis (pink eye), cold/flu, etc.

WEATHER

- Art parties are generally held rain or shine because our studio space is indoors.
- If a pop-up shower surprises us during an outdoor portion of the party, there is plenty of room on our porch, and activities can be relocated inside the cottage.
- If severe weather occurs before or near the start of the party, we can coordinate to see if the party can be moved later in the day or rescheduled for another date. If neither of these options are possible, you are eligible for a partial refund.

CANCELLATION POLICY

- Cancellations must be made at least two weeks in advance to qualify for a refund.
- Cancellations made less than two weeks prior to the event will not be eligible for a refund.
- A \$50 administrative fee will be deducted from all refunds for processing.
- In the event of an emergency cancellation, requests will be evaluated on a case-by-case basis.

TEACHER EXPECTATIONS

- Be sure to double check the [Art Party Schedule](#) to refresh yourself on how many guests are expected, clients names, and the requested project as you begin prepping.
- Teachers must arrive at the cottage 1 hour to 30 minutes before the start of each party to prep and let clients in (even if you prepped the day before)
- Please come fully prepared to lead the lesson clearly and professionally.
- BEFORE and AFTER the party, be sure the bathroom has been cleaned, swept, and is stocked with toilet paper and paper towels. All trash and scraps should be swept up in the studio and all trash disposed of in our outdoor trashcan.

ARTSCOPE AGREEMENTS AND RELEASES

All program participants must agree to the following waivers and policy information in order to participate in an Artscope program. Please read the following carefully.

- Parent/Guardian/ Adult represents and warrants that he/she/they have read and understands the policies and procedures set forth in this welcome packet and shall abide by them, as now or hereafter amended.

- Policies and terms shall be effective from the time of initial booking through the duration of the defined activity.

- Artscope reserves the right to terminate booking without notice should a child or family's presence jeopardize the health, safety, or well-being of other children, families, or staff.

- Parent/Guardian/ Adults understands that the special needs of participants will be evaluated on a case-by-case basis.

- I hereby agree to indemnify and hold harmless Artscope and its directors, officers, agents, and employees from and against all claims for personal injuries or damages of any kind arising from participation in Artscope programming and any loss or liability incurred as a result of

a breach of any representation or obligation by me under this agreement. Including without limitation those that arise from any medical care by Artscope staff and faculty.

- Further, I authorize Artscope staff and faculty to seek emergency medical help if this becomes necessary. I realize that Artscope staff makes safety their priority. However, in the event of a medical emergency involving my child(ren), I realize that every effort will be made by Artscope staff to contact me as quickly as possible and I agree to indemnify and hold harmless Artscope and any personnel in seeking or providing medical care for my child(ren).

ARTSCOPE MEDIA RELEASE & COPYRIGHT LICENSE FORM

I, the undersigned, hereby grant Artscope the following :

1. Permission to record my likeness and/or voice on photographic, audio, video, digital, electronic or any other media (collectively referred to as the "Recordings") and to use, reproduce, exhibit, distribute, or broadcast in any medium the Recordings in whole or in part without restrictions or limitations for any purpose which Artscope deems appropriate.
2. A non-exclusive, royalty-free, non-revocable license to use, modify, perform, display, reproduce and distribute any artwork or other copyrightable material (the "Licensed Material") created as a participant in Artscope programs.

I understand and acknowledge that the Recordings and Licensed Material may be used for websites, social media, pictorial exhibits, news releases, professional publications, and professional conferences. I hereby waive any rights to inspect or approve the Recordings or depictions of the Licensed Materials, or other matter that may be used in conjunction with them now or in the future, whether or not that use is known to me or unknown. I will make no monetary or other claim against Artscope or its employees, for the use of the Recordings and Licensed Material. This Agreement is effective immediately and will last until terminated as provided herein. Artscope may terminate this agreement at any time by stopping all use of the Recordings and Licensed Material.