

# Multnomah Arts Center

## Birthday Party & Arts Workshop Request Form

**Workshops** - Offerings include clay, sculpture, drawing, painting, dance, puppetry, mask-making and more. Refer to our current schedule - many of our regular offerings can be converted into a workshop. Classes can be booked for individuals or groups and are ideal for birthday parties, teacher inservice days, or personal enrichment. Workshops can be booked for all ages. A minimum rate of \$125 per hour is based on a 10 student maximum. If more than 10 students are planning to attend, an additional \$5 per student per hour will be added to the total cost. Some workshops can only accommodate 8 to 10 students. Materials fee may apply to adult workshops.

**Booking** - Workshops/Classes can be booked on a one-time basis or as a series. Workshops are contingent upon instructor and room availability, and upon receipt of payment. For bookings contact the Visual Arts Director or Youth Art Coordinator. A minimum lead time of two weeks before the desired workshop is needed. MAC accepts cash, checks & Visa or Mastercard. Please make checks payable to City of Portland.

**Clay Class** - For clay classes, students may take home all their work the day of the workshop (unfired), or have up to two pieces per student bisque fired for a total group fee of \$20 per session.

**Party Room** - An additional room may be booked for adult supervised parties. The rate is \$40 an hour. The party group is responsible for set up and clean up. Renters need to be out by the end of the scheduled time.

Type of activity: 1st choice \_\_\_\_\_ 2nd choice \_\_\_\_\_

Date(s) \_\_\_\_\_ Day(s) of the week \_\_\_\_\_ Class time \_\_\_\_:\_\_\_\_ to \_\_\_\_:\_\_\_\_

Added room for party time \_\_\_\_:\_\_\_\_ to \_\_\_\_:\_\_\_\_ #of Students \_\_\_\_\_ Ages of Students \_\_\_\_\_

\_\_\_\_\_  
Name of person booking workshop/party      Child's name (if booking a party)      Child's Age

\_\_\_\_\_  
Mailing Address      City      State      Zip Code

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

### Staff use only: - - - - -

Application Date: \_\_\_\_\_ Staff name: \_\_\_\_\_ Instructor: \_\_\_\_\_ Room(s): \_\_\_\_\_

Up to 10 students # hours \_\_\_\_\_ x \$125 = \_\_\_\_\_ # of students over 10: # students \_\_\_\_\_ x # hours x \$5 = \_\_\_\_\_

Additional Room: Hours \_\_\_\_\_ x \$40 = \_\_\_\_\_ Pottery fired @ \$20 = \_\_\_\_\_ Other: \_\_\_\_\_

Non-Refundable Deposit (applicable toward total cost) \$20 = \_\_\_\_\_ Total: \_\_\_\_\_

Deposit: \$ \_\_\_\_\_  Logged in MAC Schedule Book  Payment: \$ \_\_\_\_\_  Final Confirmation

Instructor Paid  Fire Pottery  Confirmation  Posted on Calendar

Multnomah Arts Center  
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