

## GROUP CLASS REGISTRATION FORM

The Dairy Barn Arts Center is able to provide 1.5-hr special instruction art classes for self-organized groups. This completed registration form will serve as guidance for the content, structure, cost, and payment for these events.

CONTACT PERSON FOR THE GROUP (this person will receive and be responsible for the class invoice)

First Name:

Last Name:

Email Address:

Phone Number:

ACTIVITY DATE and TIME:

(contact [education@dairybarn.org](mailto:education@dairybarn.org) for availability or specific requests)

ACTIVITY (choose one)

- Ceramic Handbuilding Project:** participants will learn handbuilding skills to create a project designed by the Teaching Artist utilizing 1 lb. of clay. Participants will have the opportunity to apply glaze decoration to the surface and all work will be fired and returned to the group at a later date. [\$250.00]
  
- Needle Felting Ornaments:** participants will learn how wool fibers can be compressed together using special needles to create colorful soft sculptural forms. The group can use up to 120 g of roving and can expect to create 1-2 ornaments or small forms per person that they'll take home the same day. [\$200.00]
  
- Hand Sewn Quilting:** participants will learn hand stitch methods allowing them to design and sew a small quilted notions bag of their own design. Participants will have access to a variety of fabrics with which to compose their project. Completed bags will go home with the participants the same day. [\$200.00]

AGREEMENTS FOR THE GROUP (by signing this form the designated contact person agrees to hold the group to the following acknowledgments)

1. Event dates and times will be planned within the availability of the Teaching Artist and Dairy Barn activity space schedule.
2. Group Class Registration forms must be completed no less than two weeks prior to the event date.



3. All class participants will be ages 5 and older.
4. Participants can number from 1 - 12 persons.
5. Extra non-participating persons can attend, so long as a maximum of 15 people in the activity space is not exceeded.
6. Youth participants under age 18 must have at least two attending adults with the group. Attending adults are responsible for any emergency contact information for youth participants without a parent/guardian present.
7. The group agrees to abide by the planned start and end times of the class.
8. The group agrees to participate in any end-of-class clean-up tasks at the direction of the Teaching Artist.
9. The group acknowledges that areas of The Dairy Barn outside of the designated classroom space are not available for other group activities, like meetings, meals, gatherings, etc. without additional coordination with Dairy Barn events staff.
10. The group agrees not to bring food or beverages, aside from bottled water, to the class.

#### PAYMENT PROCEDURE

1. The designated group contact will receive an invoice from the Dairy Barn bookkeeper for the cost of the class following completion of the Group Class Registration Form. Invoices are payable online via credit card or in person via credit card, cash, or check.
2. Invoices must be paid in full one week or more before the designated class date.

#### CANCELLATION POLICIES

1. If a group cancels a planned class one week or more before the planned event date, they will be issued a full refund for the cost of the class.
2. If a group cancels a planned class less than one week before the planned event date, they will receive a full refund, minus a \$30.00 deposit.
3. Should The Dairy Barn cancel a planned class at any time, a full refund will be issued.

By signing below, both parties consent to the agreements outlined above.

X \_\_\_\_\_

X \_\_\_\_\_

CONTACT PERSON FOR THE GROUP

DAIRY BARN EDUCATION STAFF PERSON

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_