



# SPECIAL REQUEST WORKSHOP CONFIRMATION AND GUIDELINES

Please complete, sign and return this form at least two (2) weeks in advance with the required \$40.00 non-refundable deposit to: Irvine Fine Arts Center, ATTN: Youth Programs - Special Request Workshops, 14321 Yale Avenue, Irvine, CA, 92604-1901. If you would like to make any changes to your workshop, please call the Special Request Workshop line at (949) 724-6895. For all other questions, call (949) 724-6880.

## RESERVATION

NAME*		PHONE*	WORKSHOP DATE & TIME
GROUP NAME		ACTIVITY	STUDIO
NON-REFUNDABLE DEPOSIT	DEPOSIT DUE DATE	INSTRUCTOR	
NUMBER OF PARTICIPANTS	AGES	PRICE PER PERSON	TOTAL DUE AT ARRIVAL

## GUIDELINES

### RESERVATION REQUIREMENTS

- **To secure your reservation we must receive this signed form with your \$40.00 non-refundable deposit at least two weeks before the date of the workshop.** Checks or MC/Visa are acceptable forms of payment for your deposit. Workshops are subject to cancellation if the deposit is not received by the due date.
- Cancellations or re-scheduling requests must be made at least **one week before** the workshop.
- Total number of participants must be confirmed at least **one week before** the workshop.
- A minimum of ten participants per workshop is required. If less than 10, the fee will be calculated based on 10 participants.
- The minimum age for workshop participants is 6 years of age and the maximum age is 18 years of age.
- We require one adult chaperone per ten children. Chaperones are expected to take an active role in controlling the group.
- The courtyard is available for birthday cake and snacks before or after your workshop **during normal operating hours which are Monday through Thursday 10am - 9pm, Friday 10am - 5pm, and Saturday 9am - 5pm. You will be responsible for the set up and clean up of the courtyard if you choose to use it.**

### WORKSHOP GUIDELINES

- **Your group may assemble in the courtyard** (directly through the front entrance) upon arrival. When all participants have arrived, please have your group leader check-in at the front desk. Your workshop instructor will meet the group in the courtyard.
- **Please pay in full upon arrival** (as one payment, not in individual payments from each participant).
- Studios are booked throughout the day and your time slot is firm. Groups arriving late may be subject to an incomplete lesson. If your group arrives 15 minutes after the scheduled start time, the workshop is subject to cancellation.
- Parents are welcome to stay in the room during the workshop to watch or help, but please use the courtyard or lounge area if you will be socializing.
- The Irvine Fine Arts Center conducts a wide variety of classes that may take place in the facility during or after your workshop. Please monitor your children, arrive and leave on time, and respect the directions and guidelines of the instructor.
- Remember that you are in a gallery space and remind children to walk, speak quietly, and not touch the artwork.
- Ceramic work is generally fired within two to three weeks. A date will be designated for pick up, after which a two week period will be given before they are discarded.

**I HAVE READ AND UNDERSTOOD THE ABOVE RULES AND GUIDELINES**

**FOR SPECIAL REQUEST WORKSHOPS AT THE IRVINE FINE ARTS CENTER.**

\_\_\_\_\_  
SIGNATURE\*

\_\_\_\_\_  
DATE