



Pottery Fundraiser Form

Organization/Charity Name: _____

**please complete and return attached W9 form*

Contact Name: _____

Title: _____

Phone: _____

Email: _____

Event Date: _____

Event Time (two hours): _____

Instructor: _____

Project: _____

Ticket price: \$45

Depending on the number of attendees, your organization can make the following amount:

10-14 people: \$10 per person

15-19 people: \$15 per person

20-25 people: \$20 per person

Events scheduled after business hours may be subject to an additional staff fee (\$20/hr).

The Art League will handle registration and collect \$45 per person (cash, credit card, or checks payable to ALOC) and write a check to the organization based on how many people attend.

Deposit: \$100, to save the date. Due 2-4 weeks before event.

The deposit will be refunded within 5-7 business days following the event.

Cancellation Policy: A full refund or substitute date will be given if cancelled 10 days prior to the event. No refund will be granted for cancellations with less than 10 days notice.

Signature: _____ Date: _____

Notes:

Office use only: Deposit Paid By: _____ Date: _____ Method of Payment: _____

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410-524-9433

Open daily: Mon-Fri 9am-4pm, Sat-Sun 11am-4pm