

DISCLAIMER: THIS CONTRACT IS BEING OFFERED AS A TEMPLATE ONLY. THE INFORMATION PROVIDED IN THIS TEMPLATE DOES NOT, AND IS NOT INTENDED TO, CONSTITUTE LEGAL ADVICE; INSTEAD, ALL INFORMATION IS FOR GENERAL INFORMATIONAL PURPOSES ONLY. INFORMATION IN THIS TEMPLATE MAY NOT INCORPORATE THE MOST UP-TO-DATE LEGAL INFORMATION IN THE STATE YOU'RE OPERATING IN. **YES! EVENT SERVICES LLC ("YES! EVENT DÉCOR & MORE") IS NOT A LAW FIRM, DOES NOT ACT AS YOUR ATTORNEY, AND IS NOT A SUBSTITUTE FOR ADVICE FROM AN ATTORNEY.** YES! EVENT DÉCOR & MORE DOES NOT PROVIDE ANY LEGAL ADVICE AT ALL. LAWS IN EACH STATE ARE DIFFERENT. IT IS RECOMMENDED THAT YOU REVIEW THIS TEMPLATE WITH A LAWYER IN YOUR STATE.

EVENT DECORATING CONTRACT

BETWEEN:

PUT YOUR BUSINESS NAME HERE ("THE VENDOR")

AND: **CLIENT'S FIRST AND LAST NAME** ("THE CLIENT")

TYPE OF EVENT:

EVENT DATE:

EVENT LOCATION/VENUE:

EVENT START TIME:

EVENT END TIME:

EVENT SETUP TIME:

EVENT CLEANUP TIME:

NUMBER OF GUESTS:

These terms and conditions are intended to ensure the highest quality of decorating services. Your event will be confirmed when you have read the following policies, signed this Contract, and have paid the 25% non-refundable reservation fee. There are no oral or other agreements; this Contract constitutes full and complete understanding and agreement between the Client and the Vendor.

I. Fees and Payment

Pricing is based on a number of factors including (but not limited to) the type of decorations requested, the materials and supplies needed for the decorations, the event location, the number of guests attending, the time needed to prepare the decorations, the time needed to setup the decorations, the labor needed to setup the decorations, and the time needed to clean up the decorations.

A 25% NON-REFUNDABLE RESERVATION FEE IS DUE AT THE TIME OF BOOKING. The reservation fee will be applied towards the total balance. If the event is changed or cancelled for **ANY** reason, the reservation fee will **NOT** be refunded. **The remaining 75% is due in FULL 2 weeks PRIOR to the event**, unless otherwise specified and arranged. All payments must be received electronically via credit card, debit card, ACH, or PayPal. **NO CASH PAYMENTS ARE ACCEPTED.**

If the Client books the Vendor within 2 weeks of the event date, FULL payment is due immediately after the Client signs this Contract. The client may also incur a rush fee, starting at \$75.

Once this Contract is signed and the Client pays the reservation fee, the Vendor will reserve the Client's event date and event time **and will not make reservations with other clients for that specific date and time.**

II. Cancellations

SHOULD THE CLIENT WISH TO CANCEL THEIR BOOKING, THE VENDOR WILL RETAIN THE NON-REFUNDABLE RESERVATION FEE. This is to compensate the Vendor for the lost opportunities given that the Vendor blocked off their calendar for the Client's event and declined all other decoration requests from potential clients for that specific date and time. All cancellation requests must be put in writing and emailed to **put your email address here**. If decorations have already been purchased for the event and it exceeds the non-refundable reservation fee, the Client may be billed for the remaining amount.

III. Changes

All change requests must be communicated in writing to the Vendor. The Client must send an email to **put your email address here**. After the request is submitted, the Vendor will review the request(s) to see if the change can be accommodated.

The Client is responsible for communicating changes to the Vendor BEFORE finalizing the change. For example, if the Client would like to change the event venue, the Client must communicate with the Vendor before the venue change is finalized to ensure that the Vendor is able to accommodate the venue change request.

THE CLIENT WILL BE CHARGED A \$75 FEE FOR ANY CHANGE REQUEST SUBMITTED AFTER THIS CONTRACT IS SIGNED.

If the Client wants to change the event date/time, the Vendor will make every effort to be available for the Client on the new event date/time. If the Vendor is not able to accommodate the change request, the Client will have to choose whether to keep the original event date/time or proceed with the change. If the Client is not able to keep the original event date/time and the Vendor is not available on the new event date/time, the Vendor shall return any money paid by the Client, less expenses, and the reservation fee.

If the Client wants to change the event venue, the Vendor will make every effort to accommodate the Client. **If the Vendor is able to accommodate the venue change request, the Vendor will review and increase the delivery fee (as well as any other relevant fees) as needed.** If the Vendor is not able to accommodate the change request, the Client will have to choose whether to keep the original event venue or proceed with the change. If the Client is not able to keep the original event venue and the Vendor is not available to travel to the new event venue, the Vendor shall return any money paid by the Client, less expenses, and the reservation fee.

If the Client changes the setup time and the Vendor has less setup time than originally agreed to, the Vendor will make every effort to work within the new amount of setup time. **The Vendor is not liable if all of the decorations are not set up by the event start time. The Vendor cannot be held financially responsible if the decorations do not meet the client's expectations.** If the Client notifies the Vendor of the decrease in setup time prior to the event date, the Vendor may charge the Client additional labor fees to cover the expense of hiring people to help with the setup.

If the Client changes the cleanup time, the client **MUST** check with the event venue to ensure that there is enough time for the Vendor to retrieve all decorations before the event venue closes. **If the Vendor is not able to retrieve all decorations at the agreed upon cleanup time, the Client may be charged additional cleanup and travel fees.**

If the Client wants to make changes to the decorations after this Contract is signed, the Client must provide pictures and details to the Vendor. The Vendor will determine if those changes can be accommodated and how to incorporate those changes. **THERE WILL BE ADDITIONAL FEES FOR ADDING OR CHANGING THE DECORATIONS.** These fees include additional setup costs, additional material costs, and an increased delivery fee.

When the Vendor is providing table decorations, it is the Client's responsibility to inform the Vendor if the number of guests attending the event increases. If the Client fails to inform the Vendor prior to the event date, the Vendor will only provide the decorations based on the guest count listed in this Contract. If the Client informs the Vendor of an increased guest count prior to the event date and the Vendor is not able to accommodate the increased guest count, the Vendor has the right to cancel the decorations and offer the client a refund (less the reservation fee and any expenses incurred up to that point). **IF THE VENDOR IS ABLE TO ACCOMMODATE THE INCREASED GUEST COUNT, THE CLIENT WILL BE CHARGED FOR THE ADDITIONAL TABLE DECORATIONS.**

IV. Decorating Arrangements (Client Responsibility)

It is the Client's responsibility to communicate directly with the event venue. The Client must communicate the amount of setup and cleanup time allowed by the event venue to the Vendor.

A minimum of 2 hours is usually needed to setup decorations for an event. Some events may need more time depending on the decorations requested. It is the responsibility of the Vendor to communicate how much setup time will be needed.

After the Vendor sets up the decorations and leaves the event, the Client is responsible for the decorations. **The Vendor will NOT return to the event to fix any decorations. The Vendor will only return at the agreed upon cleanup time.**

A minimum of 1 hour is usually needed to clean up the decorations for an event. Breakdown only includes the decorations provided by the Vendor. Outside of this, it is the responsibility of the Client, event venue, caterer, and outside vendors to clean up any other decorations.

The Client is responsible for letting the Vendor know where to park the trucks (and other vehicles) used to transport the decorations to the event. If the Vendor receives any tickets or their vehicle is towed, the Client agrees to cover those expenses.

V. Service Agreement

The Client will be responsible for working with the event venue to ensure the venue is open and ready for set up. The Client agrees that the setup area will be free from any articles or items that may inhibit the delivery or set up of the decorations. **The Vendor WILL NOT BE held responsible if these terms are not met and the event does not start on time.**

If the Client's event is outdoors, the Vendor is not responsible for bad weather conditions. **THE VENDOR IS NOT LIABLE IF THE WEATHER CONDITIONS AFFECT OR DAMAGE THE DECORATIONS.** This includes (but is not limited to) extreme heat or cold, rain, wind, thunderstorms, and hail. The Client is responsible for identifying an alternate location if inclement weather is forecasted for the day of the event. The Client must communicate the alternate location via email prior to the event date. The Client must send an email to [put your email address here](#). If no alternate location is available and there is inclement weather on the event date, the Client agrees and understands that some or all items may not be available for set up and use. In this instance, if agreed upon conditions are not met, the Client agrees to release the Vendor from all liability.

VI. Damage to Property

THE CLIENT WILL BE RESPONSIBLE FOR ANY DAMAGE TO THE EVENT DECORATIONS. The Vendor will set up the decorations for the Client and then leave the event. **Once decorations are set up, all decorations will be under the client's liability. The Client agrees to pay to repair or replace any damaged or missing decorations.** The Client may be charged a refundable security deposit to cover damages to rental items. This security deposit will be refunded to the client after the event.

VII. Limit of Liability

The Vendor limits any liability for failure to deliver and setup decorations due to extreme causes (i.e., accident, illness, death, family emergency, etc.). The Vendor will not be held responsible for the non-completion. The Vendor and the Client shall come to a reasonable agreement for a partial refund or a change of date.

The Vendor shall not be held liable for failure of or delay in performing its obligations as stated in this Contract if such failure or delay is the result of an act of God, such as an earthquake, hurricane, tornado, flooding, or other natural disaster, or in the case of war, action of foreign enemies, terrorist activities, strike or other civil disturbances, government sanction, blockage, embargo, fire, casualty, road closures, severe traffic, epidemics, pandemics, health emergencies, an outbreak of communicable disease, quarantines, or other conditions created by the coronavirus (COVID-19), or other causes beyond the control of the parties. **The Vendor shall return any money paid by the Client, less expenses, and the reservation fee, but shall have no further liability with respect to this Contract.**

VIII. Safety

In the event that the Vendor deems the event to be unsafe, the Vendor, reserves the right to halt all decoration services. The Client agrees to pay for any damages to the decorations due to unsafe conditions. The Client is responsible for items that are stolen by the Client's guest(s) during the event.

IX. Display/Promotion

The Vendor may record video and take pictures of the Client's event. The Vendor may also use pictures and videos from the Client's event for promotions and any other commercial purposes. All videos or pictures are subject to be posted on social networking platforms such as Instagram, Facebook, Pinterest, YouTube, Google Business, LinkedIn, and TikTok for promotional purposes.

The Client is responsible for advising the Vendor, in writing, of any photos or videos he/she wishes NOT to be used for promotional purposes. The Client is also responsible for advising the Vendor, in writing, of any guests that can NOT be included in any photos and videos.

SIGNATURE SECTION

Client's First and Last Name (PLEASE PRINT)

Client's Signature

Date

Your Company Name

Your Company DBA (if you have one)

Your Phone Number

Your Email Address

Your Company Website