

PRETTY FANCY EVENTS BOOKING AGREEMENT AND CONTRACT

BOOKING

When booking an installation for an event with PRETTY FANCY EVENTS, LLC the following document serves as a reference to the Terms & Conditions. PRETTY FANCY EVENTS, LLC highly recommends that all installations be scheduled at minimum, 30 days, however, we will accept installation dates as early as 2 weeks prior to the date of your event.

Your event is not officially booked, with the date reserved for your installation, until the deposit and the Terms & Conditions are received by PRETTY FANCY EVENTS. Please check your invoice for the deposit and balance dates.

DEPOSIT

A deposit of 50% of the total billed, will be required in order to reserve any date(s). The Client will have 48 hours to complete the deposit payment upon receiving the invoice. If the Client wishes to not utilize the services of PRETTY FANCY EVENTS, LLC, any payments made towards the deposit are forfeited and considered non-refundable.

PAYMENTS MADE

Payments can be made with a Debit/Credit Card through the invoice. Client also has the option to make payments with Venmo or CashApp upon request. Failure to make the required payment by the given due date may result in any/all of the following:

- Invalidation and removal of any applicable discounts, special promotions, complimentary services, etc.
- The forfeiture of any payments already made.
- The release of the event date and time.
- Termination of the contract.

REFUNDS

PRETTY FANCY EVENTS, LLC is an event company specializing in balloon decor installations and rentals. Anyone retaining services via PRETTY FANCY EVENTS, LLC will be required to pay a retainer fee based on the size, detail, and value of the installation. This payment is expected to be paid in full prior to any services being rendered to the Client.

No refunds are given for any payments towards the retainer fee, even if the retainer fee is not paid in full.

No refunds are given for any payments made toward the remaining balance of the installation order regardless of the situation. We understand situations arise that will either require the Client to cancel or reschedule their event and although we are empathetic to those situations, we are unable to refund any payments made. When we accept an order, we begin working immediately on selecting the best design and decor needed to accomplish our goal, a perfect installation for your event. The retainer fee retains PRETTY FANCY EVENTS, LLC for your installation and the remaining balance is used to order any materials, and supplies, as well as cover any labor, traveling expenses, etc.

As long as written notification is received by PRETTYFANCY EVENTS, LLC and the cancellations/rescheduling guidelines are followed, we are able to reschedule the installation.

Failure to inform PRETTY FANCY EVENTS, LLC by the required time for the cancellation/rescheduling of an installation may result in any/all of the following:

- The forfeiture of any payments already made
- The release of the event date and time
- Termination of the contract
- Cancellation fees

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RESCHEDULING

The Client has the freedom to reschedule the installation if needed. The Client may reschedule for any date within the next 365 calendar days, at the convenience of PRETTY FANCY EVENTS, LLC, there is a rescheduling fee of 20%. The rescheduled date is subject to availability. If we are unavailable, the below cancellation policies and fees will apply. We suggest that if the Client needs to reschedule, they include the preferred date to reschedule as well as a second choice, in the event that the first choice is unavailable.

CANCELLATIONS

The Client has the freedom to cancel at any time without receiving a cancellation fee. Please be aware, any and all payments made towards any of the following, including but not limited to; retainer fees, materials, supplies, labor, etc. will be forfeited and considered non-refundable.

VENUES

It is the Client's sole responsibility to confirm if the venue allows; helium tanks, helium balloons, tall structures, wall hangings, tall ladders, etc. prior to any payment made to PRETTY FANCY EVENTS, LLC. If the Client fails to confirm the venue's rules for balloons, helium tanks/balloons, wall hangings, tall ladders, etc. prior to making any payment(s), said payment(s) will be forfeited and considered non-refundable.

VENUES ACCESS

It is the Client's responsibility to make arrangements for PRETTY FANCY EVENTS, LLC to gain/maintain access to the venue. The Client is also responsible for obtaining any permits, access passes, gate/room access cards, and wristbands for the entire staff, as well as notifying PRETTY FANCY EVENTS, LLC of any room changes within the venue, if applicable, with at least 24 hours' notice. Access arrangements apply to access prior to the event for installation, as well as access to pickup/strike, if applicable, or breakdown of any props, designs, equipment, etc.

PERSONAL RESIDENCE

The access requirements are still applicable in regards to allowing PRETTY FANCY EVENTS, LLC and its Creative Director and teams access to make the installation. The Client understands that installations are done using an array of options including but not limited to command strips, removable wall mounts, etc. If there is a preference for a method of installation, please inform your Creative Director when signing the Terms & Conditions as it will need to be documented in the invoice.

EVENT DETAILS

The Client is responsible for seeing that the venue has the name of the Creative Director's KEVIA JOHNSON and contact number on file for two reasons; 1) The Creative Director needs to have a point of contact at the venue in the event a change has occurred on our end, we have a way to relay that info, possibly find a resolution if applicable. 2) In the event the point of contact at the venue needs to reach the Creative Director to inform PRETTY FANCY EVENTS, LLC of a change, it makes the communication process easier. This also allows for the Client to not be inconvenienced on the day of installation as well.

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INSTALLATIONS

The Creative Director overseeing the installation should receive any permits, access passes, gate/room access cards, wrist bands, etc, 24 hours prior to the date of installation to ensure access to the venue. If access is denied at any time, for any reason, including failure or lack of communication, it will result in items not being installed punctually or adequately, and possibly not at all. If this occurs, the Client agrees that PRETTY FANCY EVENTS, LLC will not be held liable.

- There will be a delivery and installation fee, figured into the pricing for the event during the booking stage.
- Failure to have the entire balance paid for, regardless of the dollar amount, will result in a canceled installation and forfeited payments, which can not be refunded or transferred.
- A team from PRETTY FANCY EVENTS, LLC, including your Creative Director, will arrive at the venue at the designated time for installation.
- Our team will need to unload the equipment and decorations to the designated area and set up a designated working space, free from interruption or traffic from other vendors.

Any and all equipment and props are property of PRETTY FANCY EVENTS, LLC

OWNERSHIP OF EQUIPMENTS, RENTALS, & MATERIALS

All equipment, materials, and props used for the installation, are the sole property of PRETTY FANCY EVENTS, LLC and are used on a RENTAL basis only.

- The Client is responsible for said equipment, materials, and props during their event and until the agreed upon pickup time.
- Signing the Terms & Conditions makes the Client solely responsible for the equipment, during and after the event. How the equipment is delivered is how it should remain.
- Any damages, unauthorized modifications, or vandalism that occurs to any of the property of PRETTY FANCY EVENTS, LLC during the event, including any damage or vandalism that occurs due to the Client's guests, will result in the Client accepting sole responsibility for the property of PRETTY FANCY EVENTS, LLC and agreeing to have the card on file charged or be sent an invoice and agrees to pay it. This includes but is not limited to misuse, theft or disasters (fire, flood, earthquake).

BALLOON LIFE

Your balloon decor will be designed around the specifications of your event. Please remember balloons do not last forever.

- Air filled latex balloons have an approximate life span of 1 week (or longer).
- Helium Mylar/Foil balloons have an approximate float time of 1 week. Helium Latex balloons have an approximate float time of 8-12 hours.
- There are many variables that can affect the float time of your balloon decor including but not limited to weather, rain, wind, extreme heat.
- Please be aware of this if you are reserving a date for an outdoor installation.

OUTDOOR EVENTS AND WEATHER CONDITIONS

WE DO NOT CANCEL FOR BAD WEATHER UNLESS DEEMED DANGEROUS WEATHER OR A NATURAL DISASTER BY LOCAL STATE / GOVERNMENT OFFICIALS. THIS INCLUDES ROAD AND TRAVEL CONDITIONS*** IF ROAD CONDITIONS ARE DEEMED UNSAFE PRETTY FANCY EVENTS, LLC HAS THE RIGHT TO CANCEL WITH NO REFUND TO THE CLIENT*****PRETTY FANCY EVENTS,LLC WILL WORK WITH THE CLIENT IF RESCHEDULING IS NEEDED.**

If it is raining and we are unable to install outdoors we ask that the client has an indoor backup plan.

PRING & FEES

All pricing regarding the entire order including but not limited to; retainer fee, delivery fee, installation fee,striking fee, cancellation fee, etc. will be documented during the booking stage. All payments made towards any and all of these charges are non refundable. Retainer Fee 50% of total order for installation (Case by case basis)**Delivery Fee** starting at \$25 **Installation Fee** - starting at 20% of total order

STRIKING (CLEANUP) FEE

Rental pickus are for rentals only. This does not include striking or cleaning up the balloons. Client as the option to add striking for an additional fee starting at \$65.

SAFETY

In the event PRETTY FANCY EVENTS. LLC or the Creative Director deems the event or the installation to be unsafe, the Creative Director has the authority and obligation to refuse service of the installation until the unsafe situation is made safe again. If the Clients guests or other vendors have made the installation or location unsafe, the Client assumes full responsibility and pays any fees for travel, rentals, staff, etc. If this situation occurs, PRETTY FANCY EVENTS, LLC will leave from the property immediately. If ever there is a safety issue such as this, PRETTY FANCY EVENTS, LLC will exercise our right to refuse service and the Client/Client’s guests will be blacklisted.

The signed agreement serves as a release to the client(s) photographer/videographer and authorizes them to release to PRETTY FANCY EVENTS, LLC, and its owners, agents, and employees any photographs/recordings to use on any promotional materials PRETTY FANCY EVENTS, LLC deems necessary.

By signing the Terms & Conditions document and or submitting payment, I certify that I have read this document in its entirety, I fully understand and agree with this agreement. I also understand my role as a Client and the role that my Creative Director will play in the installation for my event.

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Client Name Printed

.....
Client Name
Signature

.....
Date

Kevia Johnson

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OWNER & HEAD STYLIST

Pretty Fancy Events