

# EVENT DÉCOR SERVICE AGREEMENT

Client Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Location: \_\_\_\_\_



## Services:

We provide custom event décor including balloon designs, backdrops, signage, and styling as outlined in your approved quote.

## Booking & Payment

- A 50% non-refundable deposit is required to secure your event date. Dates are not reserved until deposit is received.
- The remaining balance is due 72 hours prior to your event.
- Failure to complete payment within this time frame may result in cancellation of services and forfeiture of the deposit.

## Design Changes

- Minor changes may be accommodated if requested in advance (fee may apply).
- Significant changes may result in additional fees.
- Final design details must be confirmed prior to the event.

## Cancellations & Rescheduling

- Deposits are non-refundable.
- If the client needs to reschedule, we will do our best to accommodate based on availability. Rescheduled events must occur within 60 days of the original date.

## Travel Fees

- Events within 10 miles of Medina, Ohio are included.
- Events beyond this radius will incur a travel fee, included in your quote.

## Setup Timing

- Standard setup hours: [ex: 8:00 AM – 6:00 PM]
- Early morning or late-night setups may require an additional fee.

## Outdoor & Weather Policy

- Client acknowledges that balloon décor and certain materials are sensitive to weather conditions including heat, cold, wind, and rain.
- We are not responsible for weather-related damage.
- A covered or indoor backup option is strongly recommended.
- We reserve the right to adjust or cancel setup due to unsafe conditions.

### Rental Equipment

- Certain items (stands, backdrops, frames, etc.) are rentals.
- Client is responsible for damage, loss, or theft.
- Repair/replacement fees will apply if items are not returned in original condition.
- Pick up date will be set for the following day to pick up all rental equipment if tear down is not included.

### Setup & Access

- Client agrees to provide access to the event space at the agreed-upon setup time.
- Delays in access may result in reduced setup time or incomplete installation.
- All setup areas must be clean and cleared prior to arrival.

### Breakdown / Teardown

- Teardown services are not included unless specified in the agreement.
- If teardown is not scheduled, the client assumes responsibility for all décor after the event.
- Any rented items must be returned in original condition

### Liability

We are not liable for injuries or damages after setup is complete. Client is responsible for guest interaction with décor.

### Photo Release

We may use photos of your event for portfolio and marketing purposes. Décor only, not people. Are we able to use your event photos, place initials on the line:

YES: \_\_\_\_\_

NO: \_\_\_\_\_

### Agreement

Payment of deposit confirms acceptance of this agreement.

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Business Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for selecting Hands & Hearts Event Décor for your special event!