



Special Event Decorating Contract

Between:

The Grazing Ace (“the Vendor”)

And: _____ (“the Client”)

Type of Event: _____

Event Date: _____

Please review The Grazing Ace’s Special Event Decorating Contract. The following terms and conditions are established to assist you in arranging your event. These terms and conditions are intended to ensure the highest level of decorating services. Your event will be confirmed when you have read and sign the following policies, and supplied The Grazing Ace with an estimate 25% non-refundable deposit.

Payment and Deposits

Billing arrangements for all events must be made in accordance with the policies set out below, unless otherwise negotiated. A 25% estimated non-refundable deposit is due at the time of booking. Balance of payment must be paid prior to service, unless otherwise specified and arranged. We accept cash and Interact Transfers.

An additional \$150 security deposit will be added to the final package price. The full security deposit will be returned to the Client at the end of the event, unless there are any items missing or damaged. The cost of the items will be subtracted from the security deposit. If damage or missing items exceeds \$150 security deposit, the Client will be bill separately for those items. A final bill for any damage and/or missing equipment will be sent to the Client within 14 days following the event. Payment is due upon receipt.

Cancellations

Should the Client wish to cancel the booking within one week notice of the event date, The Grazing Ace will retain the non-refundable deposit as liquidated damages. If orders have already been placed for the event and it exceeds the non-refundable deposit, the Client will be billed for the remaining amount.

Service Agreement

The Grazing Ace will agree to arrive promptly at the predetermined time. All rental and décor items will be in excellent condition and professionally decorated in accordance with the agreed upon item or package reserved. The Client agrees to have the pre-arranged venue location open and ready for set up. The Client agree that the set-up area will be free from any articles or items that may inhibit delivery and/or set up of your decorations. The Grazing Ace WILL NOT BE held responsible if these terms are not met and your event does not start on time. The Grazing Ace agree to return at the pre-designated time to retrieve all decorating items. In the event that any item is missing or damaged you agree to pay the cost of repair or replacement.

If the Client agreed to book an outdoor set-up, the Client is responsible to have an alternate location available in the event of inclement weather. If no alternate location is available, the Client agrees and understands that some or all items may not be available for set up and use. In the instance agreed upon conditions are not met you agree to release The Grazing Ace from all liability.

Changes to Decorating Plans

During initial consultation, the Client will be given an invoice with price of decoration services and breakdown of additional rentals based on the Client's needs for their event. It is the Client's responsibility to check invoice for accuracy. Once a package price has been agreed upon, and items have been purchased, the Client may not ask for a reduction in price due to no longer needing items or needing less items. Changes to the decorating package are acceptable at the Client's expense.

Decorating Arrangements (Client Responsibility)

It is the Client's responsibility to communicate with the venue (hall, hotel, etc.) and schedule a minimum of 2 hours for Decorator to perform the work. Some events may need more time, depending upon details required. If the venue will allow decorating the day before, Decorator will make every effort to accommodate this allowance. The Decorator will also need 2 hours for breakdown. Breakdown does not include clearing and bussing of tables, trash, etc. That is the responsibility of the venue and/or caterer.

Damage to Property

It is the Client's responsibility to ensure all equipment and supplies are returned in excellent and working order. The Grazing Ace will add \$150 Security Deposit to the final Package Price. The full security deposit will be returned to the Client at the end of their event, unless there are any items missing or damaged. The cost of the items will be subtracted from security deposit. If the cost of damage and missing items exceeds \$150, the Client will be billed for those items separately.

If the décor/floral wall is damage to the point where it would need to be fully replaced, the Client is responsible to pay the total cost of replacement. The cost to replace the wall can range up to \$5,000.

Event Locations

The Client assumes all responsibility for any damages/theft to the property rented to the Client that may be caused by patrons, members, guests, or invitees. Rental of the location is the sole responsibility of the Client and it is recommended that the Client confirm with the location that

all necessary equipment/rooms are included.

Safety

In the event that the Decorator deems the event to be unsafe, the Decorator reserves the right to halt all services rendered if the event has begun. If the event has not begun, then the Decorator will provide the same services on a different date. If the Client or the Client’s guest cause the event to become unsafe, then the Client will pay any fees (travel, rentals, staff, etc..) associated with changing the date of the services.

Display/Promotion

It is agreed that The Grazing Ace may display and use video and photographs from the catering session and event for internet promotions, social media promotions and any other non-commercial purposes thought proper by The Grazing Ace. All videos or photographs are subject to be posted on all social networking sites for promotional purposes only. The Client is responsible for advising The Grazing Ace in writing of any photos or videos he/she wishes not to be publicized. The Grazing Ace possesses full ownership of all video and photos of the decorating process and final set up photographed by The Grazing Ace and or its affiliates. Therefore, The Grazing Ace has permission to place their name and logo on any photographs taken by The Grazing Ace.

Travel Fees

Based on the location of your event, an additional travel fee may be applicable. Please speak consult with us to determine whether a travel fee is applicable for your event.

Signatures

Client’s Name (PLEASE PRINT)

Client’s Signature

Date

The Grazing Ace

Date