

# Premier Hospitality Events Required Deposit Agreement

## **1. Overview**

This Required Deposit Agreement outlines the terms under which a client must submit a mandatory deposit with Premier Hospitality Events (PHE) when booking any service. This deposit secures the event date and services as described below.

## **2. Mandatory Deposit**

A **25% deposit** of the total estimated service cost is **required** to secure any event date or booking with Premier Hospitality Events. No booking is confirmed until the deposit has been paid.

## **3. Refund Policy**

The 25% deposit is **fully refundable** if the client cancels the event at least **two (2) weeks prior** to the scheduled event date. Cancellations made within **14 days** of the event date are **non-refundable**.

## **4. Non-Refundable Purchases**

Any ingredients, supplies, rentals, equipment, or products purchased specifically for the client's event are **non-refundable** regardless of cancellation timing. These charges will be deducted from any eligible refund.

## **5. Application of Deposit**

The required deposit will be applied to the final invoice balance. Remaining payments are due according to the payment schedule outlined during the planning process.

## **6. Acknowledgment**

By signing this agreement, the client acknowledges that the 25% deposit is mandatory and agrees to the terms outlined regarding deposit payment, refunds, and non-refundable purchased items.

**Client Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PHE Representative Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_