Heavenly Designs

A taste of heaven on earth

Contract between Event Planner and Client

**TERMS AND CONDITIONS**:

* This agreement is made effective as of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, by and between  HEAVENLY DESIGNS and NAMES OF CLIENT(S)\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* The CLIENT(S) or REPRESENTATIVES FOR THE CLIENT(S) acknowledge that quotes and proposals are no guarantee for rentals or booking of an event.
* The CLIENT(S) or REPRESENTATIVES FOR THE CLIENT(S) agree to sign an agreement (terms and conditions) and to pay an initial non-refundable down payment of the full amount in order to keep client’s booking/date/rentals.
* CLIENT(S) accepts full responsibility and agrees to absorb all replacement or restoration costs incurred for loss or damage to rental goods in case of fire, theft, wind, rain or other hazards regardless of case on their or their guest behalf.

**CANCELLATIONS**:

* If the CLIENT(S) is forced to change the date of the event or wedding every effort will be made by Heavenly Designs to transfer reservations to support the new date.  The CLIENT(S) agrees that if there is a date change, any expenses including but not limited to deposits and fees that are non-negotiable and non-transferable are the sole responsibility of the CLIENT(S).
* In the event of a cancellation of special event or wedding, there is a cancellation fee. CLIENT(S) must inform the coordinator at the specified times, for a refund where applicable:
* Within 3 days from event date: 100%
* Within 7 days from event date: 85%
* Within 30 days from event date: 25%
* More than 30 days from event date:10%
* **PAYMENTS:**
* First Payment shall be made by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amt: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Final Payment shall be made by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amt: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Payments can be made at any First Citizens Bank to the account number on invoice.
* In the event that Heavenly Designs is unable to collect the required payments before the Final payment dates for any reason the following will apply:
* A 25% late fee shall be added of the total amount
* Every week after the final date $150 will be added to the total amount
* Failure to receive the final payment after one month from the given date, legal procedures will then be put into effect.
* CLIENT(S) will have to pay all legal cost obtained by Heavenly Designs along with payments that are owed.
* All Items are to be picked up no earlier than one day before event and are to be returned no later than one day after event date between the hours 9am-5pm.

**SECURITY DEPOSIT:**

* A refundable security deposit as determined by Heavenly Designs is required in the event of loss or damages to items rented. Once items are inspected and found to be in proper condition (for example, NO TEARS, HOLES, STAPLES, MILDEW, CIGARETTE/OPEN FLAME BURNS, GUM OR CANDLE WAX), the client will be contacted to collect the deposit. Deposits not collected after 45 days will be forfeited by Heavenly Designs.
* Deductions will also be made if boxes or containers in which items are packaged are damaged or destroyed.
* All goods items delivered or picked up must be paid for whether the rental equipment is used or not.
* If an event or wedding is postponed due to unforeseen circumstances after pick-up/delivery of rentals, items are to be returned within the next 24-48 hours after pick-up/delivery with all items packed exactly as when given in exchange for the return of funds. If the said items are returned unfolded, crumpled and package opened, they would be considered used.
* A valid PHOTO ID of the CLIENT(S) on the invoice must be presented upon collection. In the event that the person collecting is different from the person on the invoice, both persons must have their identifications recorded on our System.
* Heavenly Designs will provide unlimited correspondence via email and phone for any questions or concerns the client has concerning the coordinating and planning processes.

I have read, understood and agreed to the above Terms and Conditions outlined by Heavenly Designs, this signed document is valid for all 2023 bookings.

PLEASE PRINT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Client)

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

Heavenly Designs/ Planner’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Stamp: