**VISIONS EVENT PLANNING & DESIGN**

**35 N 6TH Street**

**Haines City, FL 33844**

**(863) 256-7358 or (407) 459-2913**

**Email: visionseventdesign@hotmail.com**

Event Contract

This agreement is entered into on **­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** between\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and

**Visions Event Planning & Design**

**(Client)**

**Address:**

**Phone:**

**Event date/Time:**

**Event location:**

**Event Address:**

Customer hereby agrees to and understands the following guidelines.

Customer will provide facility policies and limitations.

Customer will provide facility contact information.

**Provider Services:**

Customer and provider will reach a mutual agreement regarding decorations for the event at least 14 days prior to event date. Final floor plan mutually agreed two weeks prior. The provider will set up the event in a reasonable and timely manner to insure the success of the event.

The customer will approve of Visions Event Planning & Design on all décor services. The floral/décor specialist is able to make reasonable amendments for event facility specifications as well as unforeseen.

The floral/decor specialist will supply a list of all items to include rental cost on the itemized invoice.

**Payment Terms:**

**An initial deposit of $250.00 is required to secure services and or supplies for your event, if less than 6 months from your event date half of the total amount is due. (This deposit is nonrefundable) The final balance due must be paid two (2) weeks prior to your scheduled event. In the event payment is not made two weeks prior to your event, a late fee will be assessed to your balance. Equipment and or services will not be rendered without advance payment. No C.O. D. orders accepted. No checks will be accepted less than two weeks prior to your event.**

**Delivery and Set up fee:**

**Agreement: Visions Event Planning & Design** will abide by this contract according to the itemized invoice in the amount of **$­­­­\_\_\_\_\_\_** that covers professional décor including staff setup and breakdown of all décor supplies. Visions Event Planning & Design will provide client with an itemized list of all services that will be provided. Visions Event Planning & Design and client will in agreement of all services listed 2 weeks before the event date.

**Cancellation and Refund Policy:**

In an untimely event your scheduled event is cancelled, notification given 90 days prior to the date of your event will result in a refund of half the amount that is paid. (minus the initial $250.00 minimum nonrefundable deposit) Half of the amount that is paid will be refunded within 45 days from the date we are notified.

**Lost or Damaged Items:**

An additional security deposit may be required on select décor items. In the event there is damage to those items the security deposit will be forfeited.

All items and conditions of the written contract shall be binding upon parties signing and cannot be varied or waived by any oral representation or signed by any other than those duly authorized to execute this contract.

**Signature of Client Date:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Visions Event Planning & Design Date:**

 **Mailing Address:**

 **P.O. Box 1325**

 **Haines City, FL 33845**

 **(863) 256-7358 (407) 459-2913**

 **Fax (863)-421-9185**

**Visions Event Planning & Design**