

## FULL EVENT SERVICE CONTRACT

### Carefully Review The Policies Below

1. All the contact information on the client intake form must be correct and up to date.
2. Event venue must be chosen prior to initial consultation.
3. Request décor services a minimum of 5 weeks prior to the event for sufficient planning time.
4. Detailed photos of event space may be sufficient but if deemed necessary by Special Days Décor, a scheduled visit to the venue must be set within a reasonable time frame.
5. The first consultation will be via video chat if possible to avoid extended exposure due to COVID-19. However, in person consultations will be taken as necessary.

First Consultation FREE - 1 hour ~ Additional Time \$25 per hour  
~ Mockups of design plan can be provided for \$12 ~

6. Final Pricing will include the following as they apply to your event:
  - Material Costs
  - Labor Costs / Service Fee
  - Delivery Fee
  - Installation Fee / Break Down Fee

Additional invoice will be sent for  
damaged, broken, or stolen items / design changes or additions

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**Carefully review the policies below and feel free to ask any questions.**

7. Special Days Décor will provide an estimated quote within a week of initial consultation.

8. A 50% NON- REFUNDABLE security deposit invoice will be sent once design plan is finalized.

~ This deposit is necessary to secure our service for your event date ~

9. The remaining balance must be paid by the event date, no later than 10pm.

~ Late payments will result in \$25 in additional fees per day ~

10. Outdoor events are welcome; however Special Days Décor will not be held responsible for any damages or faults in products due to weather conditions.

~ No refunds will be given due to weather complications ~

Event relocation will be considered

11. Special Days Décor LLC reserves the right to end services at any moment if deemed fit.

I have read and understood the policies provided by Special Days Décor LLC

**Client Signature:**

**Date:**

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**Feel free to contact us with any questions or concerns.**

specialdaysdecor.fl@gmail.com

specialdaysdecor.com

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