X-QUISITE CREATIVE EVENTS

 RULES & REGULATIONS

**Please read the following rules and initial at the end of each section as indicated.**

1. X-Quisite Creative Events requires a 50% down payment after signing the contract.
2. The deposit is to reserve the date and time of your event
3. Final payment is due 1 - 2 weeks prior to your event.
4. Deposits are REFUNDABLE after signing the contract and clearing the inspection of all return rented items at the end of the event. You must report cancellation 3 weeks prior to your event. If you cancel 7 days prior to the event date, you will be charged 50% of your total bill and you will have forfeited your deposit.
5. Deposits will be refunded 3 days after the event. This will allow X-Quisite Creative Events time to inspect and account for the return of all linen and decorations used at your event.
6. If you have reported a **cancellation 3 week** prior to your event. You may pick-up your deposit the next day.

Lessee initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

LIABILITY

1. There is absolutely **NO SMOKING** around the linen Table clothes and chairs.
2. There is **NO GRAPE BEVERAGES** allowed to prevent staining of the linen. Clear liquid, tea and/or coffee.
3. The lessee shall be liable for all breakage and other damage or loss to any décor items such as linen, dishes, equipment, centerpieces, etc.
4. X-Quisite Creative Events assumes no responsibility for any rubbish, beverages, or other items the lessee brings into the facility.
5. The lessee is subject to inspection of all items rented by X-Quisite Creative Events representative.

**Violation of this rule will result in forfeiture of the deposit**

Lessee Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SET-UP

1. Table set up is typically discussed and arranged upon signing of final contract.
2. X-CE will need 1 ½ hours for complete setup and 1 hour for breakdown and removal of items
3. No Acrylic stones, rocks, glitter, rice or confetti placed loose onto the table linen.

Lessee Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mgr. Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

CLEAN-UP

1. X-Quisite Creative Events will be responsible for the removal of all table linen, chair covers, and sashes, centerpieces, chafers, dishes, and equipment rented by X-CE.
2. X-CE is not responsible for any rubbish left by lessee
3. Lessee is responsible for cleaning and removing all food, beverages, or other items the lessee brings into the facility.
4. X-CE charges $125.00 cleaning/pickup fee.

 Lessee initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_