

## **Event Contract**

This Contract is entered into as of (Date), between CLIENT (“Client”) and LustyCo, LLC (dba Monarch Designs) (“Monarch Designs”).

### **Event Details**

Date:

Event Start Time:

Venue:

### **Terms and Conditions**

#### **1. Services**

On the date of the Event, Monarch Designs agrees to provide on-site embroidery services using a predetermined “menu” of up to 6 fonts and 12 colors for up to six hours, including set up and clean up. Set up can take up to one hour as it is necessary to run tension tests and check thread paths after transit, clean up can usually be completed is less than 30 minutes.

#### **Venue Requirements:**

- No stairs unless an elevator is available.
- 110 outlet with ground within 5’ of the operation area.
- 6’x10’ workspace to accommodate the machine(s) and prep table.
- “menu” of fonts and colors to be confirmed 10 days prior to the event.

#### **Machinery:**

- Single head, 12-needle embroidery machine(s) set up for flat embroidery.
- If a mix of hats\*\* and flats are to be offered for embroidery, we require a dedicated machine, set up with the hat drive, as it is not feasible to switch between the hat drive and flat drive on a single machine during events.

#### **Staff:**

- **Intake Specialist:** This staff member is responsible for interfacing with your guests and preparing the embroidery files.
- **Operator(s):** Each machine is staffed with a dedicated operator to complete the personalization process.

\* We recommend one machine per 40 anticipated personalization as each item can take up to 10 minutes to design with the client, prep the file, run the embroidery and clean up the piece.

\*\*Hats refers specifically to baseball and trucker style hats with bills as these require a special hat drive. Beanies fall under the “flats” category for embroidery.

## 2. Payment

Event fees for onsite embroidery are \$6,000 per machine, per day within 60 miles of Livermore, CA. The fee includes local travel/machinery transport, set up and clean up, consumables (bobbins, thread, stabilizer, etc.), and staff.

A 50% deposit is required to reserve the date, with the balance due 72 hours prior to the event. Client cancellations received prior to the final payment deadline will receive an 80% refund of the deposit. Client cancellations received within 72 hour of the event may not be refunded.

A sample set of items to be embroidered at the event delivered to Monarch Designs two weeks prior to the event to test fonts and colors on. Different fabrics require different tension settings, stabilizers and hoops. This helps us to ensure consistent quality at the event.

## 3. Liability

Each of Client and Monarch Designs agrees to indemnify, defend and hold harmless the other party and its employees, agents and representatives (each party's respective "Released Parties") from and against any claims, demands, losses and damages arising from the Event, except to the extent caused by the Released Parties' gross negligence or willful misconduct.

IN WITNESS WHEREOF, the parties hereto have executed this Contract as of the date first above written.

### **CLIENT**

By: \_\_\_\_\_

Name:

### **LustyCo LLC (dba Monarch Designs)**

By: 

Name: Christine Lusty