



# Full Service Contract Agreement for Event

Client Name/Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Event Date: \_\_\_\_\_ Loc/Ste/RM: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

1. Property is of ST Creations and is in good condition. Client will ensure merchandise is received back in the same condition and available for pick up upon event completion.
2. STCreations will deliver, set-up and remove all decor and fresh florals to event location(s) as stated in contract.
3. Client, will reimburse ST Creations for all loss, stolen or damage to merchandise, regardless of fault.
4. Tent Events: ST Creations is NOT responsible for power to tent or tent poles, lighting, set-up or teardown of any rental items excluded (including tables, chairs and linens), coordination of tent set-up or tear down. All set-ups are to be completed BEFORE arrival. All unscheduled set-up is billed at \$30.00 per hour.
5. Chair Covers/Linen: Client is responsible for providing the correct chair/table dimensions, ordering correct chair/table size from Rental Company and ensuring chairs/tables are set-up prior to ST Creations contract arrival time. Clients will be billed for all additional chair covers/linen used and not ordered at the invoiced rate. Credits will not be issued for unused chair covers/linens at set-up of event. Chair covers/linen are to be removed by ST Creations. Creations staff only. [\$7 per hour] per hour will be billed for unscheduled time required to set up chairs/tables, reorganize or count removed covers/linen.
6. Fresh Florals: ST Creations reserves the right to substitute or replace product for like size and color based on availability to maintain original design. A signed floral delivery schedule is required two weeks before the event to schedule delivery of fresh florals to event location(s). Exact delivery times will not be guaranteed. No floral changes will be accepted within 13 days of the event.
7. Setup: Client is responsible for ensuring the event location receives floor plan, seating plan, set-up time and instructions. Client is responsible for set-up of place cards, boutonnaires (for wedding), gifts, cake knives, cake toppers, and cameras. Client will be billed for unscheduled set up of these items.



8. Teardown: All decor is removed at the end of the event unless otherwise stated in invoice. Client will be billed for delayed teardown times. Tables/chairs are not included.
9. Payment: Payment will be made to ST Creations in full, 30 days prior to event date. Without exception, ST Creations reserves the right to cancel services to a client, should payment not be received in full. All deposits including progress payments shall be forfeited.
10. Cancellation: A minimum deposit of 20% is retained for all event bookings. For each cancelled service, all deposits including progress payments shall be forfeited.
11. Client expressly agrees to pay ST Creations on demand: All expenses incurred in the collection of monies due per this agreement, or in regaining possession of merchandise or in enforcing any term or condition of this agreement including lawyer fees and court costs.
12. ST Creations regrets that it cannot be responsible for any type of loss or damage occasioned by the Client, Client's employees, family members, personal representatives and assigns, no matter how such loss or damages occurred.
13. Dispute Resolution and Legal Fees: In case a disagreement related to this contract cannot be resolved through mutual agreement, both parties agree to pursue mediation. If mediation is unsuccessful and legal action is taken, the prevailing party will be entitled to receive its legal fees, including but not limited to attorney's fees.
14. Acknowledgement: The customer acknowledges and confirms that before signing this agreement, he or she received a full copy of the agreement and had all necessary time to review and understand its terms. He or she has read and understood all of the terms of the agreement. He or she has had the opportunity to request an explanation of the nature and meaning of the agreement terms.
15. Entire Contract: this agreement, including invoice contains the entire agreement between parties with respect to the matter hereof and no modification or amendment to this agreement shall be binding unless agreed to in writing. Signature is required on each page of invoice and contract.
16. A copy of a signed contract and invoice must be on file for event design staff to work on location.
17. Signature: The client(s) agrees by signature to all terms of this agreement.

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

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for choosing ST Creations as your event designer!