EVENT DÉCOR & RENTAL SERVICES AGREEMENT

Business Name: Louvri Atelier
Business Address: 3635 Daydream Pl
Phone: 407-225-1580
Email: LouvriAtelier@gmail.com

This Event Décor & Rental Services Agreement ("Agreement") is entered into between **_____ ("Business")** and **_____ ("Client")** for the provision of event décor, rental items, installation, setup, and/or related event services.

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1. CLIENT & EVENT INFORMATION

Client Name: _____

Phone: _____

Email: _____

Event Type: _____

Event Date: _____

Event Venue: _____

Venue Address: _____

Event Start Time: _____

Guest Count: _____

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2. SERVICES & RENTAL ITEMS

The Business agrees to provide the décor, rental items, and/or services specifically listed below:

Services / Décor Included:

Setup: ☐ Included ☐ Additional Fee

Takedown/Removal: ☐ Included ☐ Additional Fee

Any items, services, upgrades, customizations, additional décor, delivery, extended rental periods, or other services not specifically listed in this Agreement are not included unless agreed upon in writing by both parties.

The Client understands that photographs, inspiration images, mockups, social media posts, or verbal discussions may be used as references, but the Business will only be responsible for providing the specific services and items agreed upon in writing.

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3. TOTAL AGREED PRICE

The Client agrees to pay the following total amount for the services and rental items described in this Agreement:

TOTAL AGREED PRICE: $_____

Deposit/Retainer Due at Booking: $_____

Remaining Balance Due: $_____

Final Payment Due Date: _____

By signing this Agreement, the Client acknowledges and agrees to the total price stated above.

The Client understands that the Business is reserving the event date specifically for the Client and may decline other bookings for the same date once the booking is confirmed.

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4. NON-REFUNDABLE PAYMENT / RETAINER

All payments made toward the Client's event are **NON-REFUNDABLE**, except in the limited circumstance where the Business fails to provide the contracted services due to the Business's own failure to perform.

The Client understands that payments are used to reserve the event date, secure materials, purchase supplies, prepare décor, allocate labor, schedule installation and takedown, and otherwise prepare for the event.

Because the Business may turn away other potential bookings for the reserved date, cancellation by the Client does not automatically entitle the Client to a refund.

Cancellation by Client

If the Client cancels the event for any reason, including but not limited to:

- Change of plans
- Change of venue
- Change of event date
- Weather
- Illness
- Change in guest count
- Financial circumstances
- Venue cancellation
- Personal circumstances
- Failure to obtain necessary permits
- Failure to obtain venue approval
- Event postponement
- Client dissatisfaction with the venue or other vendors

payments already made will remain **non-refundable**, except where otherwise required by applicable law or where the Business has failed to provide the contracted service.

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5. FAILURE TO PROVIDE SERVICES

If the Business fails to provide the contracted services or fails to deliver and set up the agreed-upon materials due solely to the Business's own failure to perform, the Client will be entitled to a refund of the amount paid for the portion of the contracted services that was not provided.

The Business will not be considered to have failed to provide services when performance is prevented by circumstances outside the Business's reasonable control, including but not limited to severe weather, natural disasters, venue closure, government restrictions, unsafe conditions, accidents, road closures, emergencies, or other force majeure circumstances.

If only part of the contracted services cannot be provided, any refund will be limited to the affected portion of the services, where appropriate.

6. FINAL PAYMENT

All remaining balances must be paid by the due date stated in this Agreement.

The Business reserves the right to refuse delivery, installation, setup, or use of rental items if the Client has not paid the required balance by the agreed deadline.

If the Client fails to make the final payment on time, the Business may cancel the booking without being required to refund amounts previously paid, subject to applicable law.

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7. CHANGES & ADDITIONAL SERVICES

Any changes to the event décor, rental items, quantities, colors, design, installation location, event date, venue, or services must be approved by the Business.

Additional requests may result in additional charges.

The Business is not obligated to provide additional items or services that were not included in the original Agreement unless the Client agrees to the additional cost.

Last-minute additions may not be available due to inventory, staffing, preparation time, or scheduling limitations.

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8. VENUE ACCESS & CLIENT RESPONSIBILITIES

The Client is responsible for ensuring that the Business has appropriate and timely access to the event venue for delivery, installation, setup, and removal.

The Client is responsible for:

- Obtaining venue approval for décor and installation methods.
- Informing the Business of all venue rules and restrictions before setup.
- Ensuring the venue permits the use of the contracted décor.
- Providing accurate venue contact information.
- Providing accurate setup and event times.
- Ensuring the venue is accessible at the agreed-upon setup time.
- Obtaining any required permits or approvals.

- Informing the Business of stairs, elevators, parking restrictions, loading zones, security requirements, or other access limitations.

If the Business is delayed because the venue is inaccessible, occupied, locked, unavailable, or otherwise prevents setup, the Business will not be responsible for delays caused by that circumstance.

Additional fees may apply when significant delays or additional labor are required because of venue access issues.

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9. INSTALLATION, HOOKS, DRAPING & VENUE DAMAGE

The Client acknowledges and understands that certain event décor installations may require the use of:

- Hooks
- Adhesive materials
- Command-style products
- Clips
- Fasteners
- Tension systems
- Draping hardware
- Stands
- Anchoring equipment
- Other reasonable installation methods

The Client understands that installation and removal of décor may, despite reasonable care, result in **small holes, nail/fastener marks, adhesive residue, scuffed paint, chipped paint, wall or ceiling marks, or other minor cosmetic damage** to the venue or surrounding surfaces.

To the fullest extent permitted by law, the Business will not be responsible for ordinary or incidental venue damage resulting from reasonable installation, use, or removal of contracted décor when such installation methods were necessary to provide the contracted service.

The Client is responsible for communicating any venue restrictions regarding walls, ceilings, floors, paint, adhesives, hooks, hanging décor, or other installation methods **before the event and before installation begins**.

The Client is responsible for obtaining the venue's permission for the installation methods used.

The Business will make reasonable efforts to minimize damage but does not guarantee that surfaces will remain completely free from marks or damage.

10. RENTAL ITEMS & DECOR CONDITION

The Client understands that rented décor and props may be made from materials that can experience normal wear from transportation, installation, use, and removal.

The Business will make reasonable efforts to provide clean, presentable, and properly functioning rental items.

Minor variations in color, texture, artificial flowers, balloons, fabrics, materials, or other decorative elements may occur and do not constitute a failure to perform.

Where applicable, the Business may make reasonable substitutions of similar items, colors, flowers, materials, or décor elements if the originally selected item becomes unavailable, damaged, discontinued, or otherwise unavailable.

Any substitution will be made with the intention of maintaining the overall design and quality of the agreed-upon décor.

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11. CLIENT RESPONSIBILITY FOR RENTAL ITEMS

Once rental items and décor have been delivered and installed, the Client agrees to take reasonable care of the Business's property.

The Client is responsible for preventing guests, children, vendors, venue staff, or other individuals from intentionally or negligently damaging, moving, climbing on, hanging from, pulling on, swinging from, leaning against, or otherwise misusing rental items and décor.

Examples include, but are not limited to:

- Swinging from arches or stands
- Climbing on décor
- Hanging from draping
- Pulling on floral arrangements
- Moving stands
- Leaning heavily against structures
- Sitting or standing on rental décor
- Touching or pulling decorative installations
- Removing decorations
- Moving centerpieces or props without permission
- Allowing children to climb on or play with décor

- Using décor for purposes other than its intended purpose

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12. DAMAGE, LOSS & REPLACEMENT

The Client may be financially responsible for damage, loss, destruction, or theft of the Business's rental property caused by the Client, Client's guests, event attendees, vendors, venue personnel, or other individuals associated with the Client's event.

This may include, but is not limited to:

- Broken décor
- Damaged stands
- Damaged arches
- Damaged floral arrangements
- Damaged draping
- Lost rental items
- Stolen rental items
- Damaged props
- Damaged tables or accessories
- Damage caused by misuse
- Damage caused by unauthorized movement of décor

The Business may charge the Client for reasonable repair or replacement costs associated with damaged or missing items.

If a rental item cannot reasonably be repaired, the Client may be responsible for its replacement cost.

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13. LIABILITY FOR MISUSE OF DECOR & PROPS

The Client understands that event décor, props, arches, stands, floral displays, draping, tables, signage, and other rental items are **decorative items and are not designed to support the weight of people** unless specifically stated otherwise.

The Client agrees to inform guests and other individuals at the event not to climb, swing, hang, pull, push, sit, lean heavily against, or otherwise misuse any décor or rental item.

To the fullest extent permitted by law, the Business shall not be responsible for injuries, accidents, property damage, or other losses resulting from the **misuse, unauthorized**

movement, alteration, or improper handling of rental items by the Client, guests, vendors, venue personnel, or other third parties.

This includes injuries or damage resulting from someone:

- Swinging from an arch
- Climbing on a stand
- Pulling on draping
- Moving an installation
- Leaning or falling against a structure
- Tampering with décor
- Removing safety or support components
- Using a prop in a manner inconsistent with its intended purpose

This provision does not waive or limit liability to the extent such limitation is prohibited by applicable law.

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14. SAFETY

The Business reserves the right to modify, relocate, secure, or remove any décor installation that the Business reasonably determines has become unsafe.

The Business may refuse to install or may remove an item if the installation location or conditions present an unreasonable safety risk.

The Client agrees not to alter, move, dismantle, or interfere with installed décor.

If a Client or third party moves or alters an installation after setup, the Business is not responsible for problems caused by that unauthorized alteration.

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15. WEATHER & OUTDOOR EVENTS

For outdoor events, the Client acknowledges that weather conditions may affect the safety and stability of décor installations.

The Business reserves the right to refuse, modify, relocate, delay, or remove an outdoor installation when weather or environmental conditions create an unsafe situation.

This may include:

- High winds

- Heavy rain
- Lightning
- Extreme heat
- Severe storms
- Unsafe ground conditions
- Other hazardous environmental conditions

The Business will make reasonable efforts to work with the Client or venue to find a safe alternative when possible.

Weather-related cancellation or postponement by the Client does not automatically entitle the Client to a refund.

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16. BALLOONS & PERISHABLE DECOR

The Client understands that balloons, artificial florals, fresh florals, fabrics, and other decorative materials may be affected by temperature, humidity, sunlight, wind, moisture, handling, transportation, and other environmental conditions.

Outdoor exposure may cause balloons to deflate, expand, pop, discolor, or otherwise change in appearance.

The Business does not guarantee that balloons or other weather-sensitive décor will remain in their original condition throughout the entire event.

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17. SETUP & TAKEDOWN

The Business will arrive within the agreed-upon setup timeframe when reasonably possible.

The Client understands that setup and takedown times may vary depending on:

- Venue access
- Number of rental items
- Size of installation
- Venue restrictions
- Traffic
- Parking/loading conditions
- Events occurring before or after the Client’s event
- Circumstances outside the Business’s reasonable control

The Client agrees not to dismantle, move, or remove the Business's installations unless specifically authorized.

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18. VENUE OR EVENT LOCATION CHANGES

If the Client changes the event venue after booking, the Business must approve the new location.

A venue change may result in additional delivery, travel, labor, setup, or installation fees.

The Business reserves the right to decline a new venue if it cannot reasonably accommodate the contracted services.

A venue change does not automatically entitle the Client to a refund.

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19. PHOTOGRAPHY & MARKETING

Unless the Client provides written notice before the event stating otherwise, the Client understands that the Business may photograph or record its décor installations for use in:

- Website content
- Social media
- Advertising
- Marketing materials
- Portfolio purposes

The Business will make reasonable efforts to avoid identifying guests who have not consented to being photographed.

The Client may request that identifiable images of the Client or specific individuals not be used for marketing purposes by providing written notice before the event.

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20. FORCE MAJEURE / CIRCUMSTANCES BEYOND CONTROL

The Business shall not be considered in breach of this Agreement when performance is prevented, delayed, or materially affected by circumstances beyond its reasonable control.

Such circumstances may include:

- Natural disasters
- Severe weather
- Fire
- Flood
- Government orders or restrictions
- Venue closure
- Road closures
- Transportation emergencies
- Power outages
- Labor disruptions
- Serious accidents
- Acts of God
- Public emergencies
- Other circumstances that make performance unsafe or impracticable

The Business will make reasonable efforts to communicate with the Client and determine an appropriate solution.

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21. LIMITATION OF LIABILITY

To the fullest extent permitted by applicable law, the Business's liability arising from this Agreement shall be limited to the amount actually paid by the Client for the specific services giving rise to the claim.

The Business will not be responsible for indirect, incidental, special, consequential, emotional, or punitive damages except where such limitation is prohibited by law.

Nothing in this Agreement is intended to exclude liability that cannot legally be excluded or limited.

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22. CLIENT ACKNOWLEDGMENT

By signing this Agreement, the Client acknowledges that they have:

☐ Reviewed the services and rental items being provided.

☐ Reviewed and agreed to the total price.

☐ Agreed that payments are non-refundable except as specifically stated in this Agreement.

☐ Understands that the event date is being reserved specifically for them.

☐ Understands the risks associated with event décor installations.

☐ Understands that installation may cause minor holes, marks, scuffs, adhesive residue, or similar cosmetic damage to venue surfaces.

☐ Understands that rental décor and props must not be climbed on, swung from, moved, pulled, or otherwise misused.

☐ Agrees to be responsible for damage or loss caused by the Client, guests, vendors, venue personnel, or other individuals associated with the event, to the extent provided in this Agreement.

☐ Agrees to inform the venue of any installation requirements and obtain necessary permission.

☐ Agrees to the payment amount listed in this Agreement.

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23. ENTIRE AGREEMENT

This Agreement represents the entire agreement between the Business and Client concerning the services and rental items described herein.

Any changes or additions must be agreed upon in writing by both parties.

Verbal statements or promises that are not included in this Agreement or otherwise confirmed in writing by the Business will not modify this Agreement.

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24. SEVERABILITY

If any provision of this Agreement is found to be invalid or unenforceable, the remaining provisions will remain in effect to the fullest extent permitted by law.

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25. GOVERNING LAW

This Agreement shall be governed by and interpreted in accordance with the laws of the State of **Florida**, unless applicable law requires otherwise.

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26. CLIENT AGREEMENT & SIGNATURE

By signing below, the Client confirms that they have read, understood, and voluntarily agreed to all terms and conditions contained in this Agreement.

The Client specifically acknowledges and agrees to the **total payment amount**, **non-refundable payment policy**, **venue installation/damage provisions**, and **rental property responsibility provisions**.

CLIENT

Printed Name: _____

Signature: _____

Date: _____

BUSINESS REPRESENTATIVE

Printed Name: _____

Signature: _____

Date: _____

PAYMENT ACKNOWLEDGMENT

Total Contract Price: $_____

Amount Paid: $_____

Remaining Balance: $_____

Final Payment Due: _____

Payment Method: _____

Date Payment Received: _____