Balloon Service Contract

Pricing & Deposit [SEE PRICE LIST](https://www.canva.com/design/DAGC_rm8_i8/F6GJf_N90pikMy7JQl4Fqg/view?utm_content=DAGC_rm8_i8&utm_campaign=designshare&utm_medium=link&utm_source=editor)

* Balloon arches and garland are priced at $12/foot.
* Balloon Columns are purchased in a set of 2 and priced at $10/foot. If purchased in a set of 4 you will receive a 20% off discount.
* There is a 50% retainer fee due at time of booking. This fee secures your event date. This fee is **non-refundable.**

Timing & Setup

* I do *prefer* at least a 3 week notice prior to your event before ordering. However, this is not required. As I build color inventory this could be subject to change. As of currently, I will need time to order specific colors according to your theme.

\*I understand things happen and a 3 weeks notice is not always doable. If you are needing a service sooner than 3 weeks please contact me (If you haven’t already) and we can work something out.

* I *require* access to the location of the event *at least* 1-2 hours prior to your event. This time is subject to change depending on the size of the balloon work.

\*For example, a 4’ size balloon job will take a lesser amount of time compared to a 20’ arch. Therefore I won’t need as much time. Set up time will be discussed during your inquiry.

* In the case that you are not present at our agreed set up time and are unreachable by the phone number provided at booking, there is a 45 minute grace period where I will wait for you to confirm that we are still meeting. If after the grace period has passed and I have not heard from you, my services to you will be terminated and I will no longer allow you to book with me again.

Teardown

* I *require* 30 minutes to 1 hour for teardown depending on the size of my work.
* If you think your event will continue past 10pm please give me a heads up prior to your event.

\*If your event does go past 10pm but I am able to teardown the next morning, I would prefer to do that. But if no one is able to have access the next morning then I will teardown the night of.

* If I am providing an arch or set of columns, you are NOT to teardown my work yourself unless we have a preset arrangement.
* If my balloon will be set up at a place of business where a time limit is not needed, then a tear down is not necessary and you can dispose of the balloon work as you please.

\*The only reason teardown would be needed if the job is for display at a place of business, would be if I am using my arch or column materials and have a different job scheduled soon after yours, then I will need to teardown in time for my next job where materials are needed. This will be discussed at time of booking.

By signing this contract, I agree to pay the ***non-refundable***retainer fee at the time of booking. I agree to provide a pre-arranged set up time prior to the event. I understand that if I am absent and unreachable at the agreed time that I have a 30 minute grace period to communicate an updated set up time. If this grace period passes and I am unreachable, I understand that that will terminate my ability to book other balloon work in the future. I agree that if I am booking for the set up of an arch or columns that I am not to teardown without a preset arrangement.

\*Please return to the form to sign the contract.