



## Full Event Decorating Contract

Agreement, made on ..... by and between **CLB-Events** and  
the **client**.....  
(Full printed names)

### CHANGE / CANCELLATION:

Any changes/cancellation made to this contract must be made in writing and signed by all parties.

In the event that the client is forced to change the date of the event, every effort will be made by CLB-Events to transfer location reservations, and the event decorator support to the new date. The client agrees that in the event of a date change any expenses including but not limited to deposits and fees that are non-refundable and non-transferable are the sole responsibility of the client. There may also be additional charges above and beyond those set in the original contract. The client further understands that last minute changes can impact the quality of the event and that the event decorator is not responsible for these compromises in quality.

If the client changes the date/location of the event and the event decorator is unavailable to provide the services, then the event decorator is released from all contract obligations and shall in no way be held responsible or liable for non-performance. The client also forfeits all costs for non-compliance with this agreement.

### Cancellation by the **client**:

In the event of a cancellation, refunds are limited to unearned fees. Deposits are non-refundable and any unearned fee will have to be paid in 30 days of cancellation.

### Cancellation by **CLB-Events**:

Should CLB-Events be unable to perform any specific tasks in the planning of the event, due to the event decorator illness or hospitalization unearned fees will be refunded and we will do our best to find a substitute event decorator.

CLB-Events is not responsible for any events preventing the event to happen, such as fire, flood, earthquake or any natural or human acts.



The client is responsible to pay CLB-Events as per contract . In the event payment has not been received within 2 weeks of being invoiced , then CLB-Events reserves the right to cancel the contract and your event date & time maybe re-bookd by other parties, without exception and without notice . Payment will still be due to avoid legal action.

ON the event day, the client is responsible for travel expenses to be calculated depending on location, if the venue is more than 50 miles round trip to the event decorators home.

Any items needed before the event ( ceremony & Venue) must be purchased by the client in advance CLB-Events is more than happy to do the shopping , but payment will be due before we start buying.

#### CLB-Events RESPONSIBILITY:

CLB-Events responsibilities include:

- Unlimited consultations via emails/telephone.
- Unlimited face to face consultation. Be aware an extra cost will be added for travel expenses if the meeting is more than 20 miles trip from the event decorators home/office.
- Assistance with budget and breakdown cost.
- Discussion of theme, colour scheme , style e.t.c... to get a better idea of who you are and what you expect on your event day. visit to the ceremony and the reception site prior to the event.

The event decorator will use hers/his judgement when taking action in regards to changes, weather, tardiness, non performance e.t.c .based on the situation, time limitations and/or your wishes

In the event of any supplier/service provider's cancellation, CLB-Events may substitute a new supplier/service provider with or without notice to the client at its discretion and any additional costs to be paid by the client.



The client gives permission and shall allow CLB-Events to use any photographs of any events for viewing on our website for promotional purposes only .The photographer's name/website will be promoted underneath the photograhs (if applicable).

CLB-Events gives permission and shall allow the clients to use any photographs/videos in which the event decorator appears.

This agreement can only be modified in writing and all changes must be agreed and signed by all parties, or by the acknowledgment of email received by both parties.

A non refundable deposit of the agreed amount is to be sent with this signed contract to secure a booking

50% of the balance is due 6 weeks before the event and the final balance a week before the event a payment plan can be arranged on a monthly basis, if required.

Payment policy:

CLB-Events Excepts : Bank transfer Cash

(Full printed names)

I, the Client.....  
agree fully with this contract.

Date .....

Client signature .....

Claudette Patricia Lewis: CLB-Events .....