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C O M P A N Y

## Event Policies for 2021

### Guest Count

The Event Experience Company requires a preliminary guest count number at time of reservation. We ask that the event be planned for the highest number of guests expected. You may decrease the guest count by no more than 25% of the preliminary guest count number 30 days prior to the event delivery date. We will have a phone meeting on that date for a final guest count number and final payment.

### Payment Schedule

To employ our services for the rental agreement term we ask for 50% of the total to be paid in monthly installments ending 60 days before the event delivery date. Final payment would be due in full 30 days before the event delivery date. *Any payments made are non-refundable for any reason including cancellation due to COVID-19.*

Example:

Wedding Scheduled for August 14 delivery for \$3000.00

Rental agreement signed January 14 and first payment of \$250.00 (\$1500 / 6 months)

February 14 payment of \$250.00

March 14 payment of \$250.00

April 14 payment of \$250.00

May 14 payment of \$250.00

June 14 payment of \$250.00

July 14 payment of \$1500.00 (Final payment would be adjusted based on guest count policy above.)

### Cancellation Policy

If for any reason your event is cancelled you have the following options.

**Option 1:** Transfer the rental agreement to an alternate date, pending availability.

Using example above: If the event is rescheduled on May 1st for an alternate date, the \$1000.00 previously paid would be applied to that rental agreement.

**Option 2:** Cancel the rental agreement and lose any payments made up to the date of cancellation.

Using example above: If the event is cancelled on May 1st for any reason, the \$1000.00 previously paid would not be refunded.

**I understand and accept the terms described above and agree to abide by them.**

Signature:

Printed Name:

Date:

*making memories*