



## TERMS AND CONDITIONS OF CONTRACT FOR WEDDINGS AND EVENTS

Thank you for booking your Wedding/Event with Enterprise Events. We ask you to read the contract, sign it & return to us.

This Agreement is made effective as of \_\_\_\_\_, by and between ENTERPRISE EVENTS and CLIENT(s): \_\_\_\_\_.  
(FULL PRINTED NAME)

Enterprise Events represents that they have extensive background in all aspects of the proposal/wedding/event coordination profession and access to a full range of related products and services. Enterprise Events is willing to provide services based on this background.

The CLIENTS represent that they desire to hire Enterprise Events to plan and organise their special event or wedding on \_\_\_\_\_. (date)

### 1. BOOKING PROCEDURE

**1.1** Bookings will be treated as provisional until the deposit and signed copy of this "Terms and Conditions" document are returned by the client within 14 days of making the booking. Having failed to do so, Enterprise Events reserves the right to cancel the function/conference without notification to the client.

**1.2** To secure the booking, a non refundable deposit of \$ \_\_\_\_\_ is required at the time the contract is signed by client. Perspective clients must always meet a member of management by appointment prior to acceptance of the first deposit. Deposits must be made in person otherwise Enterprise Events reserve the right to cancel the booking. Additional deposits for certain vendors (as a retainer fee for a photographer) and rentals may be required.

**1.3** All prices are in Australian Dollars. Once your booking has been confirmed and the securing deposit paid, the prices of your hire items are fully guaranteed and will only be subject to change if increases are passed onto us due to unforeseen circumstances beyond our control.

**1.4** Should you be forced to postpone you booked date, the original deposit paid to Enterprise Events may be transferred to another date (subject to availability) within 3 months of the original date on condition that Enterprise Events is successful in selling the original date. Only one transfer is permitted.

**1.5** Final payment to Enterprise Events is required fourteen (14) clear Business Days before your function.

## **2. QUOTATIONS / INVOICES**

- 2.1** All our quotations are valid for a period of 14 days. We reserve the right to adjust the quotation once the expiry period has been reached.
- 2.2** All goods are hired on a first come first served basis. A quotation is not a guarantee on the availability of items.
- 2.3** Your items will be guaranteed once a deposit is made.
- 2.4** Please note that the availability of seasonal flowers and foliage for your event is always quoted in good faith. At times the quoted flowers or foliage may not be available due to seasonal weather and the growers availability. If your flower or foliage is not available a suitable replacement will be used.
- 2.5** Check all items and information when ordering that all chair cover/ sash styles, colours and sizes are correct as once the items leave the premises there is no exchange or refund of the hired goods and all charges are applicable.
- 2.6** It is your responsibility to check the accuracy of the information shown in your quotation and invoices.
- 2.7** Corrections must be notified in writing for changes to take affect.

## **3 . BONDS**

- 3.1** Where Enterprise Events considers risk of damage to our goods is possible, a security bond will be payable. The value of the bond will vary accordingly to the value of the hired goods. All items must be returned in good order and condition.
- 3.2** If a refund of your bond is payable, a business cheque or refund on your credit card will be issued within 2 business days from the return date less any cost for breakages, shortages, damages and cleaning.
- 3.3** A valid credit card will be held as security as well as a current driver's license.

## **4. PERIOD OF HIRE**

- 4.1** All items are hired for the duration of 1 day.
- 4.2** Pick up and delivery can be negotiated prior to your event and return is to be the day after the event.
- 4.3** If an extension of hire is required Enterprise Events must be notified 48 hours prior to the scheduled return or additional charges will apply.

## **5. RESPONSIBILITY OF HIRER / YOU**

- 5.1** Enterprise Events staff set-up and collect stock during the hours 9am to 5pm
- 5.2** Alternative arrangements can be made should set up times or pack down be outside these hours, subject to availability and prior arrangement. Please note additional fees will apply.
- 5.3** It is the hirer's responsibility to arrange for chair covers, sashes & linen to be removed at the end of the event and placed into our Enterprise Events bags ready for collection the next day by our staff.
- 5.4** The hirer bears all risk of the goods during the hire period.
- 5.5** During the hire period, the Hirer is fully responsible to ensure the safe keeping of the items from damage, theft, fire and soil.

## **6. DAMAGE THE HIRE ITEM**

- 6.1** Damage to any hired items, caused by you or your guests is the hirers' responsibility.
- 6.2** You agree to be liable for the replacement of any items that have been damaged, broken or go missing from the event.
- 6.3** Damage extends to fabrics and carpets that have been returned wet or stained in which case you will be charged for the actual cost to repairing, cleaning or replacing the item.
- 6.4** In the event that the charges are higher than the security bond value, the balance will be deducted from your credit card left on file.

## **7. CANCELLATIONS**

- 7.1** Any changes/cancellation made to this contract must be made in writing and signed by all parties at our office 28 days prior to the event, where possible. The \$50.00 deposit is non-refundable for each service cancelled to cover administration fees. When full payment has been made, there is no refund if function has been cancelled and the payment cannot be transferred to another date.
- 7.2** Money Back Guarantee only available for Proposal Package #1. Refund requests must be in writing and submitted within three (3) business days of proposal ideas given by Enterprise Events. If the client prefers additional ideas and revisions, the money back guarantee will no longer apply.
- 7.3** If an act of God, such as a fire, flood, earthquake or other natural calamity shall cause you to cancel your event, Enterprise Events will require payment only for the time actually spent planning your event.

## **8. COLLECTION OF GOODS**

- 8.1** The Enterprise Events courier, where applicable, will collect items on the arranged day and time with you.
- 8.2** If we are unable to collect on that day for whatever reason, we will bear the consequences and pay a fee of \$100 to you for each time we are unable to collect. In that case you are responsible to keep the goods safe until the next day.

## **9. LATE RETURNS OF HIRED ITEMS**

- 9.1** All hired goods must be returned by the hirer directly to Enterprise Events on the agreed date or time to avoid the daily fee of \$200.00 per day.
- 9.2** The Client will remain liable to be charged for the Equipment until it is returned to the Owner.

## **10. VENDORS CONTRACTS, POLICIES AND FEES:**

- 10.1** The Clients is responsible for compliance with each vendor contract and its individual policies as stated by the vendor, including air, ground and hotel policies.
- 10.2** While Enterprise Events takes great pride in personally selecting our preferred vendors and referring them to you, we shall not assume liability nor shall we be held responsible for vendor costs, vendor errors, your dissatisfaction in their performance and/or product or a vendor's breach of its contractual obligations to you. We strongly recommend that you review each vendor contract carefully.

**10.3** Enterprise Events fee does not include any vendor fees and reflects only the total for coordination and supervision services provided by Enterprise Events. All supplies, products, and services provided by any vendor are invoiced separately.

#### **11. PHOTOS AND VIDEOS:**

**11.1** Enterprise Events reserves the right to utilize photos and video footage of your event to add to its event portfolio and share with future clients.

**11.2** The client agrees to the use by Enterprise Events of such photos and video footage.

#### **12. OCCUPATIONAL HEALTH & SAFETY**

**12.1** The safety of you and your guests and our employees is of great concern to Enterprise Events. In the event that weather conditions, location or access makes it unsafe to place items, Enterprise Events reserves the right to refuse set up of the hired items until the location is made safe or the weather conditions improve. In addition, carpet runners will not be placed on staircases or any other surface deemed to be unsafe or substantially wet.

**12.2** If items cannot be placed or erected due to reasons outlined in this clause, no refund will be issued on the affected items.

#### **13. CARE TO THE GROUNDS**

**13.1.** All due care must be taken not to damage any plant collections and infrastructure.

**13.2** All clients, contractors, sub-contractors and exhibitors are responsible for the proper disposal of their own waste matter. Under no circumstances can waste matter be left on site. It is requested that the sites are left as they are found.

**13.3** All litter must be taken off the premises and disposed of by the client. This includes order of service books, bottles of water, tissues etc.

#### **REPLACEMENT CHARGES FOR MISSING OR DAMAGES STOCK**

Chair Covers (cotton) .....	<b>\$10</b>	Moving Head Light .....	<b>\$400</b>
Chair Covers (lycra) .....	<b>\$12</b>	Disco Light.....	<b>\$80</b>
Sashes (1pc).....	<b>\$4</b>	Strobe Light.....	<b>\$120</b>
Table Cloth .....	<b>\$30</b>	Karaoke Machine.....	<b>\$500</b>
Table Runner's.....	<b>\$10</b>	Smoke Machine.....	<b>\$300</b>
Napkins (1 pc).....	<b>\$2.50</b>	Bubble Machine.....	<b>\$480</b>
Bridal Skirting.....	<b>\$100</b>	Laser.....	<b>\$80</b>
Mirrors – round or square.....	<b>\$10</b>	Led Light Ball.....	<b>\$120</b>

Long Mirror.....\$35

Americana Chair.....\$75

### Methods of Payment

Payment can be made by either bank transfer/bank deposit, cheque or cash.

Cheque- Please make cheques payable to Enterprise Events.

Postal Address:

3/114 May St Woodville West SA 5011

Telephone: 0413 752 674 / 08 7073 6655

Email: enterpriseevents@yahoo.com.au

In person: At the *Enterprise Events* Woodville West by appointment

By signing below, you as the client indicate that you have read and agreed to this contract. Both Bride and Groom have to sign to accept the above stated terms and conditions. Any changes to these conditions shall be in writing and agreed to by both parties no later than 28 days prior to the date of the event.

Signatures below also serve as permission for all credit card orders and be considered authorisation for use of credit card with ENTERPRISE EVENTS.

**Client 1:**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Client 2:**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

OFFICE USE ONLY

**RECEIVED:** \_\_\_\_\_

DATE

**REVISION :** \_\_\_\_\_ **COORDINATOR:** \_\_\_\_\_

DATE

SIGNATURE