



## BOOKING/HIRE AGREEMENT

I, \_\_\_\_\_ ('The Client') assume responsibility of all inventory supplied by Carousel Event Co. for the duration of the booking/hire (including mobile bars, glassware, equipment, furniture, lawn games, styling items etc.)

I acknowledge I must pay a 30% deposit payment in order to confirm my booking. I agree to pay the full amount of the invoice 7 days before my event.

I agree to reimburse Carousel Event Co. for all damages or breakages **not** caused by Carousel staff. Glass breakages fees may vary and are subject to change. I agree to pay any invoice for reimbursement within 14 days of my event.

Carousel staff will endeavour to look for glassware/inventory at the end of each event. Any glasses found **after** Carousel staff have left the venue can be returned to Carousel by The Client or will be invoiced for reimbursement.

### Finalised Numbers

Number of guests must be finalised no later than 1 month prior to your event.

Your invoice will be updated to reflect any increase in final numbers.

If final number of guests decreases within 30 days of your event, no reduction to can be made to your invoice, due to staffing and operational costs.

### Cancellation Policy

- Cancellation up to 6 months before the event, 50% deposit refund.
- Cancellation within 6 months of the event, we will endeavor to reschedule to a date that suits you. We are unable to refund any deposit within 6 months of your event.

Signed: \_\_\_\_\_

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

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