

(585) 330-4195

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

Client: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Site/Room: \_\_\_\_\_\_\_\_\_\_\_\_\_\_Site Contact/Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Start Time: \_\_\_\_\_\_\_Set Up Time: \_\_\_\_\_\_\_Tear Down Time: \_\_\_\_\_\_\_\_Estimated Budget: \_\_\_\_\_\_\_

Theme (if any):

Color Scheme:

Type of Décor: Entertainment:

 \_\_\_\_\_ Entrance Décor \_\_\_\_\_ Balloons

 \_\_\_\_\_ Dance Floor Décor \_\_\_\_\_ Face painting

 \_\_\_\_\_ Table Décor # of Centerpieces \_\_\_\_\_\_\_ \_\_\_\_\_ Clowning

 \_\_\_\_\_ Head Table/Cake Table Décor

 \_\_\_\_\_ General Décor—Description:

Notes:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contract Price: \_\_\_\_\_\_\_\_\_\_ 50% Due: \_\_\_\_\_\_\_\_\_\_\_ 50% Received: \_\_\_\_\_\_\_\_\_\_

Balance Due: \_\_\_\_\_\_\_\_ Balance Received: \_\_\_\_\_\_\_

Staff Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client has read and accepted the contract on back of this document

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client Signature Date

Air Raising Events

Service Agreement

**Deposit:**

Air Raising Events will hold date open for 7 days at which time retainer (50% of total) is due. Once retainer is received along with signed Service Agreement, date of event will be reserved for client.

**Cancellation:**

Cancellation up to six weeks of the event will result in return of deposit. Cancellation between six weeks and one month of the event will result in return of 50% of the deposit. Deposit will be forfeited if event is cancelled 4 weeks or less prior to the event date.

**Payment Terms:**

Balance is payable on the day of event prior to setup or entertainment. Both parties may make changes to contract upon written agreement. In the event the Client request additional services, additional fees will be charged. Reduction of services by Client may result in cost reduction if request for services are made at least 2 weeks prior to the date of the event and agreed to by Air Raising Events.

**Equipment Rental:**

The Client is renting framework items from Air Raising Events for the duration of the event and is responsible for returning bases, poles, framework, lights, electrical cores, fabric and any other such items as listed herein in good condition. Failure to return said items in undamaged condition to Air Raising Events within 24 hours after the event will result in a charge of replacement costs to the Client. Air Raising Events will pick up said items if agreed to in advance.

The following items are rented by the Client and not purchased: Poles, Metal Bases, Wood Bases and Framework. The following items are also rented if applicable: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Access to Work Space, Set Up and Take Down:**

The Client agrees that the job site will be available at the above stated time and will verify the time with the event site personnel. If the facility is not available at the agreed upon time, décor may be left in the nearest accessible location. Additional time required to complete the job due to inaccessibility will be billed at $75.00 an hour. For entertainment services provided by Air Raising Events, the Client is responsible to assure that a table and 2 chairs are available for balloons and face painting.

Client will be responsible for breakdown when written into contract. Air Raising Event staff is responsible for break down and cleanup whenever the contract states. Air Raising Events will be responsible for breakdown and cleanup of décor/entertainment provided by Air Raising Events according to specification of the site personnel. The Client is responsible for verifying site cleanup regulations and notifying Air Raising Events of such regulations. The Client agrees that the job site will be available at the above stated time for breakdown and will verify the time with the event site personnel.

**Miscellaneous:**

Air Raising Event staff may make changes to designs if unexpected circumstances occur with the event and will be done only in the best interest of the Client.

Full photos rights ARE granted to Air Raising Events for any photos taken during the above event.

The Client agrees to not have other balloons on site on which Air Raising Event staff will work on for the above event, unless agreed to previous to the event in writing by Air Raising Event staff.

**DISCLAIMERS:**

AIR RAISING EVENTS WILL NOT BE HELD LIABLE FOR ANY DAMAGES SUFFERED DUE TO THE ACTIONS OF THE CLIENTS EMPLOYEES OR PATRANS INCLUDING HARM TO AIR RAISING EQUIPMENT, INCLUDING ANY RENTAL EQUIPMENT, WHILE SUCH EQUIPMENT IS AT THE EVENT SITE.

BY SIGNING THIS AGREEMENT, THE CLIENT AGREES TO ACCEPT ALL RESPONSIBILITY FOR ALL REAL AND PRSONAL PROPERTY, AND ALL PERSONS AT THE EVENTS LOCATION. CLIENTS IS RELEASING AIR RAISING EVENTS (except for actions resulting from Air Raising Events gross negligence) FROM ALL LIABILITY AND RESPONSIBILITY FOR A LL REAL AND PERSONAL PROPERTY AND ALL PERSON AT THE EVENTS LOCATION BEFORE, DURING AND AFTER THE EVENT. AS A RESULTOF SIGNING THIS SERVICE AGREEMENT AND RELEASE, THE DESIGNER, SHERYL WATTS AND STAFF ARE FREE OF ANY LIABILITY AND THE CLIENT WILL ACDEPT FULL LIABILITY AND RESPONSIBILITY AT THE LOCATION.

LATEX AND MICROFOIL BALLOONS POSE NO TREAT TO HUMANS, WILDLIFE OR THE ENVIRONMNET IF HANDLED RESPONSIBLY. LATEX BALLOONS USED IN DÉCOR ARE 100% BIODEGRADABLE. HELIUM IF INHALED, CAN BE LIFE THREATENING. **AIR RAISING EVENTS AND STAFF IS NOT HELD RESPONSIBLBE FOR ANY DAMAGES IN THE EVENT THE CLIENT OR ATTENDEES AT THE EVENT INHALE HELIUM.**

CHILDREN UNDER THE AGE OF SEVEN SHOULD HAVE CONSTANT ADULT SUPERVISION WHILE PLAYING WITH BALLOONS. BROKEN OR UNINFLATED BALLOONS CAN CAUSE HARM TO OUNG CHILDREN AND SHOULD BE DISPOSED OF IMMEDIATELY. AIR RAISING EVENTS IS NOT HELD RESPONSIBLE FOR ANY DAMAGES IN THE EVENT THE CLIENT OR ATTENDEES AT THE EVENT SWALLOW BALLOONS.

**WEATHER CLAUSE**:

ALTHOUGH AIR RAISING EVENTS USES ONLY THE FINEST QUALITY BALLOONS, SOME BALLOONS MAY OCCASIONALLY DEFLATE SOONER THAN EXPECTED BY THEIR NATURE. BALLOONS ARE SUSCEPTIBLE TO THE EFFECT OF WEATHER ELEMENTS SUCH AS, BUT NOT LIMITED TO RAIN, SUN, CHANGES IN TEMPERATURE OF MORE THAN 10 DEGREES AND WIND**. THE CLEINT UNDERSTANDS THAT ANY BALLOON STRUCTURES THAT ARE DISPLAYED OUTDOORS ARE NOT GUARANTEED TO LAST FOR ANY SPECIFIC TIME PERIOD AND THAT AIR RAISING EVENTS IS NOT RESPONSIBLE FOR THE BALLOON STURCTURES LASTING FOR ANY PERIOD OF TIME.**