



TWSS Balloons
7 Trudy Road, Toronto, ON, Canada
M2J 2Y7
(416) 985-5225

EVENT SERVICES AGREEMENT

THIS AGREEMENT is entered into by and between **TWSS Balloons** and;

Name: _____ Phone: _____
 Address: _____ Email: _____

hereafter referred to as “**Client**”, with regards to the services to be provided by TWSS Balloons for the following:

EVENT DESCRIPTION:

DATE(S) OF EVENT: _____ (“Event Date”)
 DELIVERY DATE: _____
 TIME OF EVENT: _____
 LOCATION(S) OF EVENT: _____ (“Venue”)
 TYPE OF EVENT: _____
 STRIKE DOWN DAY: _____ TIME: _____
 OTHER: _____

PAYMENT STRUCTURE

Save the Date Fee	\$ _____
Grand Total	\$ _____
50% Retainer Fee	\$ _____
Balance	\$ _____

See the detailed event quote for costing. Quote Number: _____

BOOKING & PAYMENTS

The event is considered confirmed once the 50% non-refundable retainer is received. Payment in full is required for events booked less than 21 days in advance and is non-refundable. Events booked 8 months or more in advance, require a non-refundable hold the date fee. This fee will be applied to retainer once décor is decided. Payment of outstanding balance is due 7 days prior to delivery/event.

CANCELLATIONS & CHANGES

Cancellation – The client maintains the right to cancel at any time, however, the non-refundable retainer and hold the date fee will be forfeited.

Changes (Adding or deleting décor pieces) – The client may reduce the number of centrepieces without penalty, by a maximum of 20% up to 7 days prior to delivery/event. Additional centrepieces and décor may be added, at an additional fee, subject to availability of material.

DELIVERY & INSTALLATIONS

A two-hour minimum is required for any setup on-site. Our delivery fee depends on the location of the event and the complexity of the set-up.

Access to the event location must be secured and confirmed by the Client to ensure timely setup. TWSS Balloons cannot be held responsible for delays (or incomplete décor) if a reasonable amount of time is not allowed to complete décor services as described in this agreement.

STRIKE DOWN

A strike down fee is charged when TWSS Balloons returns to tear down the décor and retrieve equipment. (This is not required for all events)

All the embellishments and framework are the property of TWSS Balloons, and these items will be collected during the strike down of the event. The Client is fully responsible for providing timely access to the event area for strike down. Should all equipment and materials not be available for retrieval from the location, the Client will be responsible for the replacement costs of the missing equipment or material. The Client will be responsible for returning all equipment within 3 days of the event, if they decide to opt out of the strike down service.

The Client is responsible for all loss's due to theft, vandalism, misplacement or damage. In the event that our equipment is damaged, misplaced, or stolen, the Client agrees to be billed for the repair or replacement of item(s),

OUTDOOR EVENTS & DISPLAYS

Since TWSS Balloons have no control over weather conditions, WE WILL NOT GUARANTEE ANY OUTDOOR DECOR! We will take steps to minimize the effects of the elements on your decor, but despite our best efforts, most outdoor decor is still subject to popping, “frosting” or fogging the colors, and/or movement caused by wind. Rain or mist will cause balloons to stick together, resulting in a huge amount of “poppage”.

SAFETY WARNINGS

Do not allow anyone to inhale Helium from the filling equipment or from balloons! Inhaling helium gas directly from high-pressure tank or inflated balloons can cause dizziness, drowsiness, loss of consciousness or other serious injury, including death. Popping balloons can cause eye or other injury. The Client is responsible for supervising all use, and preventing all misuse or abuse of Helium, balloons, equipment and material related to the event. The Client hereby agrees to hold harmless and without liability, TWSS Balloons and all principals, owners, or employees of said Limited Liability.

Signing Below indicates you have completely read and concur with the terms of this agreement.

Client's Signature

Date

Print Name _____

Per _____
TWSS Balloons

Date