

## Contract for Decorating and Staffing Services

This agreement is between The Angels' Muse (hereafter referred to as Consultant) and \_\_\_\_\_ (hereafter referred to as Client).

### Description of Services

I. **Having entered into this agreement for the services mentioned above, the consultant agrees to provide to following:**

➤ **Organization**

→ Consultant will do the following:

- ◆ Meet client at the venue, walk the venue, take pictures, and discuss theme and decorations.
- ◆ Will make a seating chart for the event to maximize space, and décor.
- ◆ Will make a list of the types and quantities of decorations needed for the event.
- ◆ Will secure extra staff as outlined in a following section.
- ◆ Will contact the venue and review any restrictions on décor.

➤ **Price Comparisons**

→ Consultant will do the following:

- ◆ Assist the client in finding reasonable alternatives for invitations and décor.
- ◆ Compare prices on ready-made décor versus hand-crafted décor and plan accordingly.
- ◆ Consultant agrees to work within the monetary confines of the agreement.

➤ **Purchasing**

→ Will use up to one hundred fifty dollars (\$150.00) of the agreed upon fees for décor.

→ Will keep an active ledger of all purchases for accounting purposes for the event.

➤ **Decorating**

→ The consultant will do the following:

- ◆ Will arrive four (4) hour before the start of the event to decorate the venue.
- ◆ Will decorate the venue with the décor previously agreed upon.
- ◆ Will move furnishings, if need be to set-up décor.
- ◆ Will clean-up décor after the event is over.

➤ **Staffing**

→ The consultant agrees to staff the event with the following:

- ◆ Servers
  - \_\_\_\_\_ servers per table will be provided for maximum efficiency.
- ◆ Bartender
  - A list of pre-screened bartenders will be furnished to the client so he/she can make the final decision.

**II. Having entered into this agreement, the client agrees to provide the following:**

➤ **Venue**

→ The location for the event

➤ **Event Details**

→ The Type of Event: **50<sup>th</sup> Birthday Party**

→ Theme: **Rock Star**

→ Date: **July 30, 2011**

→ Time: **Start: \_\_\_\_\_ End: \_\_\_\_\_**

→ Venue: **Tyrone Depot**

➤ **Cooperation**

→ Approval of proposed decorations in a timely manner.

**III. Fees**

➤ **Standard Fees**

→ Upon signing this agreement, the client agrees to the following:

- ◆ One hundred fifty dollars (\$175.00) deposit to retain services.
- ◆ One hundred fifty dollars (\$175.00) upon completion of services.
- ◆ Twenty-five dollars (\$40.00) per server retained for the event.
- ◆ Client will be responsible for the purchases of décor that exceed one hundred (\$150.00) dollars. Copies of receipts will be attached to the final invoice.

#### IV. Cancellation

Should the Consultant cancel her services for any reason other than acts of God, the Client shall receive a refund of all pre-paid fees, less any expenses incurred on behalf of the event. The client will be furnished copies of the receipts of purchases, and all décor for the event will be surrendered to the client. Should the Client cancel the event, the following shall apply:

- **Cancellation of more than 60 days before the event:** 25 percent of the retaining fee shall be due upon cancellation.
  - The consultant will supply copies of receipts for material purchases and surrender all décor procured or made for the event to the client.
- **Cancellation between 15 and 60 days of before event:** \$75.00 or 75 percent of remaining retainer -which ever is greater- shall be due upon cancellation.
  - The consultant will supply copies of receipts for material purchases and surrender all décor procured or made for the event to the client.
- **Cancellation less than 15 days before event:** \$100.00 or 100 percent of the retaining fee -which ever is greater- shall be due upon cancellation.
  - The consultant will supply copies of receipts for material purchases and surrender all décor procured or made for the event to the client.

#### V. Force Majeure

This agreement is automatically canceled if the event is interrupted by an act of God, by war, or by strikes. In which case, an accounting will be done, and the materials for the event, as well as the remaining fees will be refunded.

#### VI. Hold Harmless and Indemnification

The Consultant and the Client agree to hold one another harmless from negligence and to mutually indemnify.

## Terms and Conditions

I, \_\_\_\_\_, agree to adhere to the fees as stated above thereby retaining the services of The Angels' Muse for the aforementioned event. I also understand and agree to the following:

The consultant has the right to terminate the contract under the following circumstances:

- The consultant is verbally abused, and/or
- The consultant is physically abused.

In either of the above circumstances, The Angels' Muse has the right to retain the deposit. In the event of a physical altercation, the consultant reserves the right to contact local authorities.

If there is an incident with the consultant, record the incident and have a witness sign it. Contact The Angels' Muse and present the report. The Angels' Muse management staff will verify the incident with the constant before refunding the deposit.

## Forms of payment

The Angels' Muse accepts cash, certified check, credits cards through Pay Pal transactions, and money orders. Sorry no personal checks.

By signing this contract, I agree to the terms herein.

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

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

Client Name (print): \_\_\_\_\_

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

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

Consultant Name(print): \_\_\_\_\_

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

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

Witness Name (print): \_\_\_\_\_

Client Copy