



# Balloon Décor Policy

## Introduction:

We are excited to provide balloon décor services for your event! To ensure a smooth experience and maintain the highest level of safety and professionalism, we have established the following policies for all balloon decoration orders.

## 1. Booking & Payment

- A 50% retainer is required at the time of booking to secure your event date.
- The remaining balance is due [ 5 days ] prior to the event date.
- Last-minute bookings within [ 7 days ] may be subject to an additional rush fee.
- All payments must be completed before balloon installation begins.

## 2. Design & Customization

- Design consultations will take place [2 weeks ] before the event.
- We will provide a digital sketch or description of the design for client approval.
- Changes to the design must be requested no later than [ 5 days ] before the event.
- Color, size, and specific balloon preferences (e.g., latex, foil) must be confirmed at least [ 7 days ] before the event.

## 3. Delivery & Setup

- Our team will arrive on-site for delivery and setup at the time agreed upon in the booking contract.
- We require at least [ 2 hours ] for setup, depending on the size and complexity of the design.
- Delivery is available within a [ 30 ] radius. Additional charges may apply for delivery outside this area.
- Clients are responsible for providing adequate space, access to the venue, and safe working conditions.

## 4. Safety & Restrictions

- Due to latex allergies, we recommend notifying all attendees if latex balloons are part of the decor.
- We do not permit the use of helium in outdoor settings unless discussed in advance, as balloons may become hazardous if released.
- Balloons should be kept away from sharp objects, heat sources, and direct sunlight to prevent popping.
- The venue should have sufficient ceiling height if balloon arches or large designs are requested.

## 5. Breakdown & Disposal

- If required, breakdown and removal of balloon décor will take place within [ 30 min ] after the event.
- If the client prefers to keep the décor, we are not responsible for balloons that deflate, pop, or become damaged after setup.
- Balloon décor left after the event will be disposed of by our team unless the client has requested otherwise.

## 6. Damage & Liability

- We are not responsible for any damage to the venue caused by balloons after installation unless it is due to our team's negligence.

- Clients assume full responsibility for any injury or property damage caused by balloons after setup.
- If venue restrictions or environmental conditions (such as wind or rain) affect the balloon setup, we will notify the client and adjust the installation accordingly.

## 7. Cancellation & Refunds

- Cancellations made [ 7 days] prior to the event are eligible for a full refund, minus any non-refundable retainer.
- Cancellations made within [ 2 days] of the event will not be eligible for a refund.
- In case of inclement weather or unforeseen circumstances, we will work with the client to reschedule or modify the event setup.

## 8. Environmental Policy

- We are committed to sustainability and do not support the release of balloons into the environment.
- All balloons will be properly disposed of after the event, in accordance with local regulations.
- We offer environmentally friendly options such as biodegradable latex balloons or reusable balloon structures.

Client Agreement:

### Décor Policy.

By signing below, the client acknowledges and agrees to the terms outlined in this Balloon

Client Name: \_Shareona Joseph\_\_\_\_\_

Event Date: \_October 26,2024\_\_\_\_\_

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

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