

Event Date:

Location:

Approximate Chair Covers Needed

Payment Dates: \$100 deposit date _____
2 months prior one-half pmt _____
2 wks prior full pmt _____

Dance floor _____
Head and Cake Table _____
Other _____

Sisters Wedding Solutions, LLC

Laura Todd 724-925-3590

Email: sistersweddingsolutions@yahoo.com
www.sistersweddingsolutions.com

Reserve your Date:

Please call either of the above numbers to reserve your event date. A \$100.00 security deposit is required when reserving your date. The security deposit will be returned to you within 15 days after your event, after a final count and assessment of damages is taken. You are responsible to tell *Sisters* of the location of your event. If there is a location change, it is your responsibility to notify *Sisters*.

Payments:

You can make payments by cash, personal check, and money order. Checks or money orders are to be made out to: *Sisters Wedding Solutions, LLC*. One Half of the total amount is due two months prior to the event. Two weeks prior to the event the remaining payment is due, as well as, the final chair count. If the event is less than two months from the time of making the reservation, one half is due at the time of the reservation, as well as, the security deposit.

Send all payments to: Laura Todd Sisters Wedding Solutions LLC - 3 North Third St Youngwood, PA 15697

Set-up and Removal

Sisters will set up your event and remove the chair covers and decorations after the event. It will be your responsibility to notify *Sisters* of all time requirements, before and after your event.

Cancellations and Reduction in Approximate Number:

If cancellation is necessary 35 days or less from the event, a 50% cancellation fee will be charged. If cancellation is necessary 15 days or less from the event, a 75% fee will be charged. If the actual number drops 15% below the estimated amount, a thirty percent fee will be charged for those not rented. Please notify us two months prior to your event, if you feel the event number will be changing and the adjustment will be made then, with no penalty.

Lost or Damaged Chair covers and Decorations:

All chair covers must be returned in the same quantity and condition that you received them in (i.e., no tears, rips, holes, wine stains or wax stains). Full replacement cost will apply to any item that is rendered unusable or missing upon return of your order. Loss or damage replacement cost on chair covers, is four times the rental price (\$4.00 x 4 = \$16.00 per banquet chair cover and \$2.00 x 4 = \$8.00 per folding chair cover.). Loss or damage replacement cost on all centerpieces, dance floor lighting or lighted wall hearts is two and one half the rental price.

Thank You for renting from *Sisters*. We appreciate your business and look forward to serving the needs of your event. Please share our information with any friends that may be planning a special event.

SIGNATURE OF RESPONSIBLE PARTY

EMAIL

DATE

CELL AND PHONE NUMBERS

ADDRESS FOR DEPOSIT RETURN