**Booking Agreement**

**Deposit:**

1. A 30% deposit subject to your service selections and a signed and dated copy of the Booking Agreement is required in order to secure your chosen date.
2. The deposit is non-refundable, with the exception that Laetitia Party Planning & Events Management cancels the event. In which case, you will receive a full refund of any funds paid within 5 working days of notification of cancellation.

**Number of attendees:**

1. When booking your event, please provide us with the maximum number of people attending. Should this number change, this will be reflected in the final balance invoiced.
2. Notification of final number of attendees is required no later than 5 working days prior to the event. Should this number decrease after the deadline, Laetitia Party Planning & Events Management reserve the right to receive payment for the original confirmed number of guests. Should this number increase, additional payment will be required.

**Cancellation Policy:**

1. If the event is cancelled more than 10 working days prior, you will not be charged any additional fees other than the non-refundable deposit paid upon confirmation of initial booking.
2. Cancellation of the event within 10 working days prior will be subjected to a fee of 50% of the outstanding balance in addition to the non-refundable deposit paid upon confirmation of the initial booking to cover the cost of materials, etc ordered.
3. Cancellation within 48 hours of the event will be subjected to a fee of 80% of the outstanding balance in addition to the non-refundable deposit paid upon confirmation of the initial booking to cover the cost of food and other materials ordered.

**Venue:**

1. Laetitia Party Planning & Events Management host many events at The Weighbridge Inn, Longfords, Minchinhampton. Upon agreement with the owner, Mary Parsons, we are happy to offer a discounted rate of hire for this venue subject to proposed date and availability.
2. Laetitia Party Planning & Events Management is predominantly operational within the areas of Tetbury, Nailsworth and Malmesbury. However, we are prepared to travel to other locations. This may be subject to additional travel fees of 45p per mile dependant on the location of the venue. You will be notified of any additional travel costs upon receipt of booking enquiry.

**Please note:**

1. Notification of any food or other allergies or intolerances are required in advance of the event if Laetitia Party Planning & Events Management is responsible for the provision of food. It is your responsibility to provide us with this information for all attendees at the event.
2. Please advise of any medical conditions of any of our guests so that we may plan accordingly.

***I have read and understood the terms and conditions within the Booking Agreement provided by Laetitia Party Planning & Events Management and agree to adhere to them.***

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| --- | --- |
| **Client signature** | **Signed & dated on behalf of Laetitia Party Planning & Events Management** |
|  |  |
| **Printed name Date** | **Printed name Date** |
|  | Megan Riches |