

DECO DECO PRIVATE EVENT GUIDELINES

Private Event Structure

The event will take place at Deco Deco - DIY Craft, which can accommodate up to **24 people if no food or drinks are brought, or up to 20 people if food and/or drinks are included.**

A \$500 event space fee covers the use of the space for up to 3 hours.

- Additional time is available at a rate of \$75 per hour.

There is a \$500 minimum guarantee, which is **non-refundable** and applied towards Decoden projects and materials.

- If the total amount spent on projects **exceeds \$500**, the overage will need to be charged/paid for separately at the **end** of the event.
- If the total spent is **less than \$500**, the remaining balance will **not** be refunded or credited.

The Client will have exclusive use of the designated event area for the duration of the event.

Arrival & Timing

The event will start and end at the **scheduled times only**, as confirmed in this contract.

- **If the client or guests arrive early**, we are unable to begin or host anyone before the scheduled event time. We recommend exploring the area or waiting nearby until then.
- **If the client or guests arrive late**, the end time will remain the same – we cannot extend the event time.
- **If the client or guests plan to set up**, that time must take place within the 3 hours covered by the \$500 event space fee. Early access before the scheduled start time is not permitted.
- Additional time **MUST be arranged and paid for during the initial payment and is subject to availability.**

Food, Drinks, and Decorations

The Client may bring their own food, drinks, and decorations for the event, provided that:

- They agree to the \$100 cleaning fee.
- Decorations are not affixed in a way that damages the property.
- Confetti, glitter, or open flames are **NOT PERMITTED**.

Alcohol Policy

The Client may bring alcoholic beverages for guests 21 and over, however:

- Our staff will **NOT pour, serve, or handle any alcohol**.
- The Client must assume full responsibility for ensuring all alcohol-related laws are followed.
- No intoxicated behavior will be tolerated, and our staff reserves the right to end the event early if safety is compromised or if any property is damaged.

Product Responsibility

Deco Deco will not be held liable for any dissatisfaction or damage caused by improper customer operation or subjective expectations. As all products are handmade, variations in results may occur.

Age Policy

Deco Deco does not have an age restriction for guests. However, please note that cream glue piping is similar to cake decorating and may be challenging for younger children. **Young children must be accompanied by a guardian who can supervise them at all times.**

Left Behind Items

The Client acknowledges and agrees that Deco Deco is not responsible for any personal belongings, equipment, decorations, or other items left behind after the event has concluded. **Any forgotten items remaining at the location after the event must be picked up within 30 business days (days Deco Deco is open).**

- If the items are not retrieved within the 30-day period, Deco Deco reserves the right to donate such items without further notice to the Client.

Parking Information

Only street parking is available. There is no private parking for our location.

- We recommend guests allow extra time for parking, especially on weekends or during busy hours.
- Deco Deco is not responsible for any parking violations, towing, or availability of nearby spots.

Cancellation

All payments, including the \$500 minimum guarantee and \$500 event space fee, are non-refundable under any circumstances, including but not limited to changes in guest count, scheduling conflicts, weather conditions, or personal emergencies.

- If the Client chooses to cancel the event for any reason, no portion of the payment will be returned or credited.
- Rescheduling is **not guaranteed and is subject to availability**. A rescheduling request must be made at least 14 days in advance of the original event date.
- If rescheduling is approved, all payments will be transferred to the new date. If not approved or if less than 14 days' notice is given, the booking will be considered canceled, and all payments will be forfeited.
- Deco Deco reserves the right to cancel an event at any time due to safety concerns, violations of our policies, or unforeseen circumstances beyond our control. In such cases, a refund or reschedule may be offered at our discretion.

Booking Confirmation and Payment Terms

The Client acknowledges that **the private event is not confirmed or secured until the total event fee payment has been received.**

- No dates, times, or services will be held without payment.
- Bookings are confirmed on a first-paid, first-served basis.

Right to Refuse Service

Deco Deco retains the right to deny service to any person at our sole discretion, including but not limited to violations of policies or inappropriate conduct.