

## Booking Contact – Terms & Conditions

- 1) When a booking is taken the client will be asked to pay a deposit, once the deposit is received the invoice, confirmation and contract will be sent out.
- 2) If the deposit is not received the within 14 days of the initial booking being taken, Splash Discos & Events reserve the right to cancel the clients booking.
- 3) The outstanding balance will need to be paid at least 7 days prior to the event. Alternatively, the client can pay the outstanding balance (in cash) on the date of the event before the stated starting time. Failure to comply with this condition will result in the immediate termination of the contract.
- 4) If the client requests a cancellation of the event the deposit will not be refunded, but can be credited towards another booking on an alternative date.
- 5) We require access to the venue at least 1 hour prior to the events starting time to set up our equipment, also we require up to 1 hour at the end of the event to remove our equipment and vacate the premises, this will be discussed when your booking is taken.
- 6) The client & venue staff must ensure there is a safe and comfortable environment for our staff to work in. We also require at least 1 standard 13AMP plug that is safe to use with in 5 meters of our working area.
- 7) Any threats, abuse, assaults on our staff or damage & theft to our equipment will result in immediate termination of the contract.
- 8) Our staff will perform in a professional manner at all times when working with the client or venue staff.