

FORMAL EVENT RENTAL AGREEMENT

IT'S TIME TO GLOW™ ■

Company Reference Address: 9124 Fox Liar Drive, Burke, Virginia 22015

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Email: itstimetoglow.us@gmail.com

Website: www.itstimetoglow.us

THIS EVENT RENTAL AGREEMENT ("Agreement") is entered into on _____ (the "Effective Date"), by and between:

IT'S TIME TO GLOW, a Virginia company located at 9124 Fox Liar Drive, Burke, Virginia 22015 ("Company" or "Renter")

AND

_____ ("Client")

Collectively referred to as the "Parties."

This Agreement outlines the rental of event equipment and services including tents, LED furniture, lighting, dance floors, DJ equipment, and bartending services.

SECTION 1 – EVENT DETAILS

Event Date: _____

Event Location: _____

Type of Event: _____

Estimated Guest Count: _____

Rental Period: 6 HOURS ONLY. Overtime: \$300/hour.

SECTION 2 – SERVICES & EQUIPMENT (Check Applicable)

30x20 Tent Package – \$2,000

40x60 Tent – \$3,000

LED Screen – \$1,200

LED Dance Floor 12x12 – \$700

LED Dance Floor 24x24 – \$2,300

DJ Service – \$1,500

Bartender Service – \$1,000

Happy Hour Souvenirs – \$500

All-Inclusive Bundle – 20% OFF

Generator Backup – \$400

SECTION 3 – PAYMENT TERMS

50% Non-Refundable Deposit required to confirm booking.

Remaining balance due 24 hours before event.

Late fee: 2% per day (min \$100/day).

Cancellation by Client:

30+ days: Deposit forfeited

15–29 days: 50% due

7–14 days: 75% due

0–6 days: 100% due

SECTION 4 – PARKING & ACCESS

Client must provide safe access within 50 feet of setup area.

Client responsible for parking permits and property access.

SECTION 5 – FORCE MAJEURE & WEATHER

No refunds for weather cancellations. Reschedule within 12 months (subject to availability).

SECTION 6 – ELECTRICAL & POWER

Client responsible for proper electrical supply and GFCI protection.

Generator required if venue power insufficient.

SECTION 7 – NOISE ORDINANCE

Client responsible for compliance with Virginia noise laws.

SECTION 8 – ZERO TOLERANCE POLICY

Abuse, discrimination, harassment, or violence results in immediate termination without refund.

SECTION 9 – SITE SAFETY

Client must ensure safe, level ground and clearance.

No glass within 50 feet of equipment.

SECTION 10 – LIABILITY & INDEMNIFICATION

Client assumes full responsibility for guests, pets, and personal property.

Company liability limited to rental fees paid.

SECTION 11 – DAMAGE & LOSS

Client responsible for full replacement cost of lost/stolen/damaged equipment.

SECTION 12 – INSURANCE

Client must maintain \$1,000,000 liability insurance naming Company as additional insured.

SECTION 13 – ADDITIONAL CLAUSES

- Client responsible for permits and licenses.
- Company may use subcontractors.
- No decorations attached without consent.
- Client liable for food & alcohol service unless contracted.
- Company may use event photos for marketing.
- Agreement may not be assigned without consent.

SECTION 14 – ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between Parties.

Virginia law governs.

SIGNATURES

CLIENT SIGNATURE: _____ DATE: _____

PRINT NAME: _____

EVENT ADDRESS: _____

IT'S TIME TO GLOW REPRESENTATIVE: _____ DATE: _____

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