



1801 Bush River Rd, Columbia SC 29210  
www.theGalavenues.com | info@theGalavenues.com  
803-724-4662

# EVENT PLANNER/ DECORATOR CONTRACT

Name of Client: \_\_\_\_\_

Date of Event \_\_\_\_\_

Rental Time (start) \_\_\_\_\_ Rental Time (end) \_\_\_\_\_

*Company Point of Contact / Phone Number:* \_\_\_\_\_

Company Name \_\_\_\_\_

### Included in the rental

*(the Kennedy Ballroom):*

Up to 19 - 60in rounds

Up to 150 - Chairs

Up to 4 - Cocktail tables

Up to 4 - 6ft table

Up to 2 - 8ft tables

### Note:

If Robinson Room is included in the rental an additional 5 - 60inch rounds and 50 chairs are included

*(If additional tables/chairs are needed, they will be the responsibility of the renting party)*

### Additional Items Available

60 inch rounds..... \$10 each

6ft or 8ft Banquet table ..... \$10 each

Sweetheart Table ..... \$10 each

Uplight..... \$15 each

Additional chairs..... \$8 each

Projector / Screen.....\$50 each

**Note:** Please advise no later than 2 weeks prior to the event if any additional items will be needed.



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Note – Renter is responsible for collecting this agreement from the Event Planner / Decorator and returning it to The Gala Event Center. This Agreement is **due to The Gala Event Center 30 days prior to the event.**

As Event Planner/ Decorator, \_\_\_\_\_, has been retained by \_\_\_\_\_ (Client's Name) to provide decor at The Gala Event Center on \_\_\_\_\_ (Date), during the term of the rental & use of The Gala Event Center. My staff and I will follow the guidelines as outlined in this document.

## Information for Event Planner/ Decorator Services .....

### Decor

The Gala Event Center wants to make every event a special experience. Therefore, every effort will be made to allow renter to prepare decorations reflecting their creative requirements. The Gala Event Center is responsible for room setup or breakdown for up to 175 guests. Only staff of The Gala Event Center will rearrange and move any furnishings, including, but not limited to, artwork, lamps, or seating. If any items are moved by anyone outside of The Gala Event Center staff, there will be a \$40.00 per item fee.

No nails, screws, staples or penetrating items are to be used on the walls or floors. No glitter or foil (non-paper) confetti is allowed on site. No foggers, misters, smoke machines and bubble machines. Helium filled balloons are allowed but must be supported by a weight. Only "floating" open flamed candles contained in a vase with water will be permitted. No tape is allowed on our floors and walls. Use of any items mentioned above or damages as a result thereof will be deducted from the security deposit.

As the Decorator, I have read the rules & regulations, reviewed the Event Planner/Decorator Contract and agree to comply.

\_\_\_\_\_  
SIGNATURE OF DECORATOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF RENTER

\_\_\_\_\_  
TIME OUT

\_\_\_\_\_  
ACCEPTANCE OF THE GALA EVENT CENTER

\_\_\_\_\_  
TIME OUT